Building business and technology relationships.

Bank Reconciliation

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Chapter 1

Understanding Bank Reconciliation

Introduction

NOTE: If you are upgrading from an earlier version of Check Reconciliation, see the end of this chapter for new features for 6.5 Plus.

Definitions

Following are definitions of key words used in this manual.

Reconciliation

"Reconciliation" means "bringing into agreement".

Check Reconciliation

When "reconciliation" is applied to bank books, it means "bringing into agreement the balance of your bank book and the balance shown on your bank statement".

To get to the point where you can decide whether they agree or not, you take into account the entries you have performed which the bank didn't "know" about when they prepared the statement: checks you have written which haven't shown up at the bank yet, and deposits which were made later than the date the bank prepared your statement.

There are also entries which the bank has performed and shown on the statement which you didn't "know" about until you received the statement: interest they paid you, service charges, and returned checks.

Clear

To "clear" means "to mark an entry as having been recognized and recorded by the bank".

In the case of a check which you wrote, this means that the check was received by the bank, which recognized your check as valid and transferred money from your checking account to the bank that the payee deposited it in. (The "payee" is the person or company that you wrote the check to.)

In the case of any other entry--a deposit, a bank charge, etc.--this means that the bank has recognized the deposit or charge and has updated your account in its own records.

At the point that an entry is "cleared", your account balance (the amount of money you have in your checking account) is changed accordingly.

Transactions

As used in accounting, "transaction" means a business event involving money and goods or services. For example, a transaction occurs each time you gas up your car: you pay money in exchange for gasoline (goods).

Because computer software deals primarily with business events which have already taken place, in Samco software, "transaction" means the record of a completed business event involving money and goods or services.

The records of sales made and payments received are examples of transactions from the area of accounting called "accounts receivable". The records of your purchases and the payments you make for such purchases are transactions from the accounting area called "accounts payable". The records of quantities of goods received or sold are transactions from the area of accounting called "inventory control".

In Samco application software, when a transaction is entered into the system (into a file), it is often referred to as an "entry".

Accounting

"Accounting" is the collection, categorization, and presentation of financial records.

Accounts Receivable

"Accounts Receivable" is the accounting area dealing with sales made by a company and with money it is owed. As used here, "account" means "a record of financial activity", and "receivable" means "due to be received" or "due you". Accounts Receivable is often abbreviated "A/R" or "AR".

Accounts Payable

"Accounts Payable" is the accounting area dealing with purchases and disbursements made by your company and the money your company owes. As used here, "payable"

means "that must be paid" or "due to someone else". Accounts Payable is often abbreviated "A/P" or "AP".

Payroll

"Payroll" is the accounting area dealing with wages you pay as an employer to your employees. The word means literally "the roll (list of names) to be paid". It is often abbreviated "PC" or "PR".

Data Organization

Most of the information you enter into your computer is stored on your disk. In order for computer programs to be able to locate specific pieces of information (within large masses of information), and to be able to process it logically, information must be organized in some predictable way. Samco accounting software organizes your information for you automatically as it stores it on your disk.

There are five terms you should understand about the way the information is organized:

Character: A "character" is any letter, number, or other symbol you can type on your computer keyboard.

Field: A "field" is one or more characters representing a single piece of information. For example, a name, a date, and a dollar amount are all fields.

Record: A "record" is a group of one or more related fields. For example, the fields representing a customer's name, address, and account balance might be grouped together into a record called the "customer record".

Entry: A record in a data file is often referred to as an "entry".

Data file: A "data file" is a group of one or more related records. A data file is often referred to simply as a "file" (without the word "data").

The Customer File in Accounts Receivable is an example of a data file. Such a file is made up of several records, each of which contains the name, address, etc. for one customer.

Each file is kept separate from other files on the disk.

(There are other types of files in addition to data files. For example, programs are stored on the disk as "program files". However, references to "file" in this User Manual mean "data file" unless specifically stated otherwise.)

Purge

When you purge a file, you permanently remove information from it. Once the information is purged, it cannot be recovered.

Balance Forward

"Balance forward" means "the balance in an account as of a certain date". A balance forward amount is a lump-sum dollar amount, obtained by adding together several individual dollar amounts. All these specific amounts were placed in the account on or before a specified date called the balance forward date.

Compress

"Compress" means "to make smaller". The "compress" selection reduces the number of records in a file by adding the dollar amounts of several cleared entries together and creating a single balance forward entry with the same total amount.

Spool

SPOOL is a computer word meaning "Save Printer Output Off-Line". Spooling is a technique that allows a report to be printed at a later time. Instead of reports going directly to a printer, they are saved as a disk file (which is usually a lot faster).

When a printer is available, all or some saved reports can be printed in one long run (for example, overnight).

SAM (Samco's Automated Manuals)

A revised edition of this and all Samco user manuals is available on-line from within any function of Samco's business applications. Simply press [F10] ([F11] for the Windows version) and SAM will guide you to whatever information you need. (Refer to the chapter titled *Help SAM !!!* in the *System Functions* manual for details.)

Product Description

With these definitions in mind, here are the features of the "Bank Reconciliation" package:

This package provides the means to apply the advantages of a computer to two accounting tasks which every business must perform accurately:

1. Keeping bank books for money deposited and disbursed in Accounts Receivable, FishPro, Accounts Payable, and Canadian Payroll.

2. Reconciling bank books periodically with bank statements.

The Bank Reconciliation package can be integrated with any or all of the Accounts Receivable, FishPro, Accounts Payable, and Canadian Payroll packages. You can transfer information from these packages automatically into the Bank Reconciliation package.

The package can also be used stand-alone.

This Bank Reconciliation package provides these features:

- Automatically gets deposits and checks from Accounts Receivable, Accounts Payable, and Canadian Payroll.
- Handles an unlimited number of checking accounts, fully integrated with A/R, A/P, FishPro, and Payroll.
- Provides the ability to enter, change, delete, or print a list of bank book entries.
- For each checking account, offers the option of either "bank-to-book" or "book-to-bank" reconciliation.
- A *Close bank book* selection is provided to remove an obsolete bank book from the system.
- Allows reports to be stored on disk to save computer time, then printed later at your convenience.
- Provides the following reports:
  - Reconciliation Report
  - Bank book Report
  - Account Activity Report
- Minimizes the amount of information which must be kept on disk by allowing compression of entries which have been cleared.
- Includes "on-line" user manuals, available to you at any time by pressing a single key.
- Handles stop-payment checks and checks that are voided after they have been transferred to the bank book.
- Allows you to pinpoint any particular check or type of check within seconds with just a few key strokes.
- Provides many safeguards against getting your information out of balance or getting tangled up during the reconciliation process.
- Has a start-up procedure that lets you set up the balances in your bank book quickly and easily, whether or not you are using any of the other packages (A/R, A/P, F/P, or P/C).

Bank Reconciliation also provides these features which are common to all Samco packages:

Password Protection

You have the option to specify that passwords are required. A password is a unique code you assign to each individual using your Samco application software. When passwords are required, each potential user must first enter a valid password before he or she will be allowed to use a protected selection.

Data Integrity Checks

A data integrity check compares the actual numbers in the system to the calculated or projected numbers. If these numbers do not match, you are warned that data (information) might have been lost due to a machine or power failure. By running this

selection at the start or end of the day, you can detect several possible types of data file corruption (sometimes due to hardware or operating system errors).

File Utilities

This selection provides the capability to recover corrupted data files. You can also use it to convert important data files to a format which can be easily transferred to common data base and word processing packages.

Printers

You can easily select any one of more than two dozen of the most popular printers. Additionally, instructions are given to allow you to interface the software to other printers.

Upgrading from Earlier Versions

We have included the necessary instructions to allow you to upgrade from an earlier version of this same package. Please refer to the *Upgrade Guide* for more information.

New Features for 6.5 Plus

This section describes the features that have been added to Bank Reconciliation for version 6.5 Plus.

Users who have upgraded from an earlier version will want to read this section after installing version 6.5 Plus in order to obtain an overview of the increased capabilities of the software. In order to take advantage of the new features, simply read the relevant chapter(s) of the User Manual.

- An unlimited number of cash accounts are supported. These cash accounts may be shared with Accounts Receivable, and Accounts Payable.
- Revised bank book entry makes it easier to locate existing bank book entries.
- When transferring deposits from Accounts Receivable, details of the cash receipts which make up each deposit may be printed.
- Grand totals appear on the Account Activity Report.
- Totals of un-cleared items now optionally appear on the Reconciliation Report.
- A "close bank book" function is provided to remove an obsolete bank book from the system.

Chapter 2

Getting Started

Introduction

We assume at this point that you have installed Bank Reconciliation on your computer according to the *Installation Guide*. If you have not done so, refer to that manual and install the B/R package before proceeding.

We also assume that you have familiarized yourself with the main features of this package by reading the chapter titled *Understanding Bank Reconciliation*. If you have not done so, read that chapter now, then return to this chapter.

Your Accountant

We advise you to consult with your accountant before using Samco's business application software. Your accountant should be familiar with your accounting software in order to serve you well, and may have good advice on converting from your existing Bank Reconciliation system.

In order to use this package, you first need to enter into the Control File information about your current accounting and bank book state of affairs.

The Bank Reconciliation Control File

This file contains certain "control information" which you must enter. This information defines which other packages you are using, and whether you are in "regular use" or "start-up" mode.

Getting Bank Reconciliation Ready for Use

You are now ready to begin making this package ready for use.

Do the following:

1. Follow the instructions in the *System Functions* manual for setting up your company information. If you are adding B/R to an existing installation, you will want to read the chapter titled *Company information* for instructions on adding B/R to your company ID's main menu.

2. Start B/R according to the instructions in the chapter titled *Using Bank Reconciliation*.

3. Enter your control information into the Control File, using the chapter titled *Control Information*.

4. Perform the start-up procedure appropriate for your system. Start-up checklists Have been provided in the chapter titled Starting Up a Bank book. When you complete the start-up procedure, the package is ready for use.

5. Read the chapter titled *Guide to Daily Operations*, which explains how you use Bank Reconciliation to perform various daily, weekly, and periodic tasks.

Regular Use

The remaining chapters in this manual show how to:

- Make entries (checks, deposit slips, etc.) that do not originate from the other packages you may be using.
- Rapidly view information in your checking accounts.
- Reconcile your bank books with bank statements.
- Print or view reports.
- Compress cleared entries.
- Close a bank book.
- Reset a bank book.
- Perform a data integrity check.

Appendix A explains how to initialize (create from scratch) your B/R data files. You may never need this option, but it is included just in case.

Appendix B describes how to use the *File utilities* for exporting importing, and rebuilding B/R data files.

Samco Support

You're ready to continue now. Build the data files per the above instructions, then begin using B/R to process your work.

This manual, in combination with your *Installation Guide* and *System Functions* manual, is designed to allow you to use Custom Labels without additional help. However, if you encounter problems you cannot resolve by referring to these

manuals, you may want to get additional assistance. Your supplier may be able to provide such assistance, or he may be able to recommend an independent source.

If all else fails, contact:

Samco Support Department
Unit 61 - 7789 - 134th Street
Surrey, B.C. V3W 9E9
Phone: (604) 597-4211
Fax: (604) 597-4878

There will be a **fee for support services** from Samco.

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Chapter 3

Using Bank Reconciliation

About this Manual

This manual provides the information needed to learn and use Bank Reconciliation.

Organization

The next chapter is a guide to daily operations. It explains how you use Bank Reconciliation to perform various daily, weekly, and periodic tasks. After the guide, the next few chapters give instructions on how to enter the basic information which will set up your package according to your needs and prepare you for daily operation.

Following those come chapters which you will use most frequently. They describe how to use Bank Reconciliation on a daily basis.

The last few chapters describe selections which are used periodically, including such selections as compressing cleared entries.

Additional information can be obtained from the *System Functions* manual, which contains chapters that describe features common to all packages.

How to Use this Manual

When beginning, you will want to keep this manual handy so you can refer to it as often as you need. Later, you may only need to refer to it occasionally.

Each chapter of this manual provides instructions on how to use a particular selection of your software.

SAM (Samco's Automated Manuals)

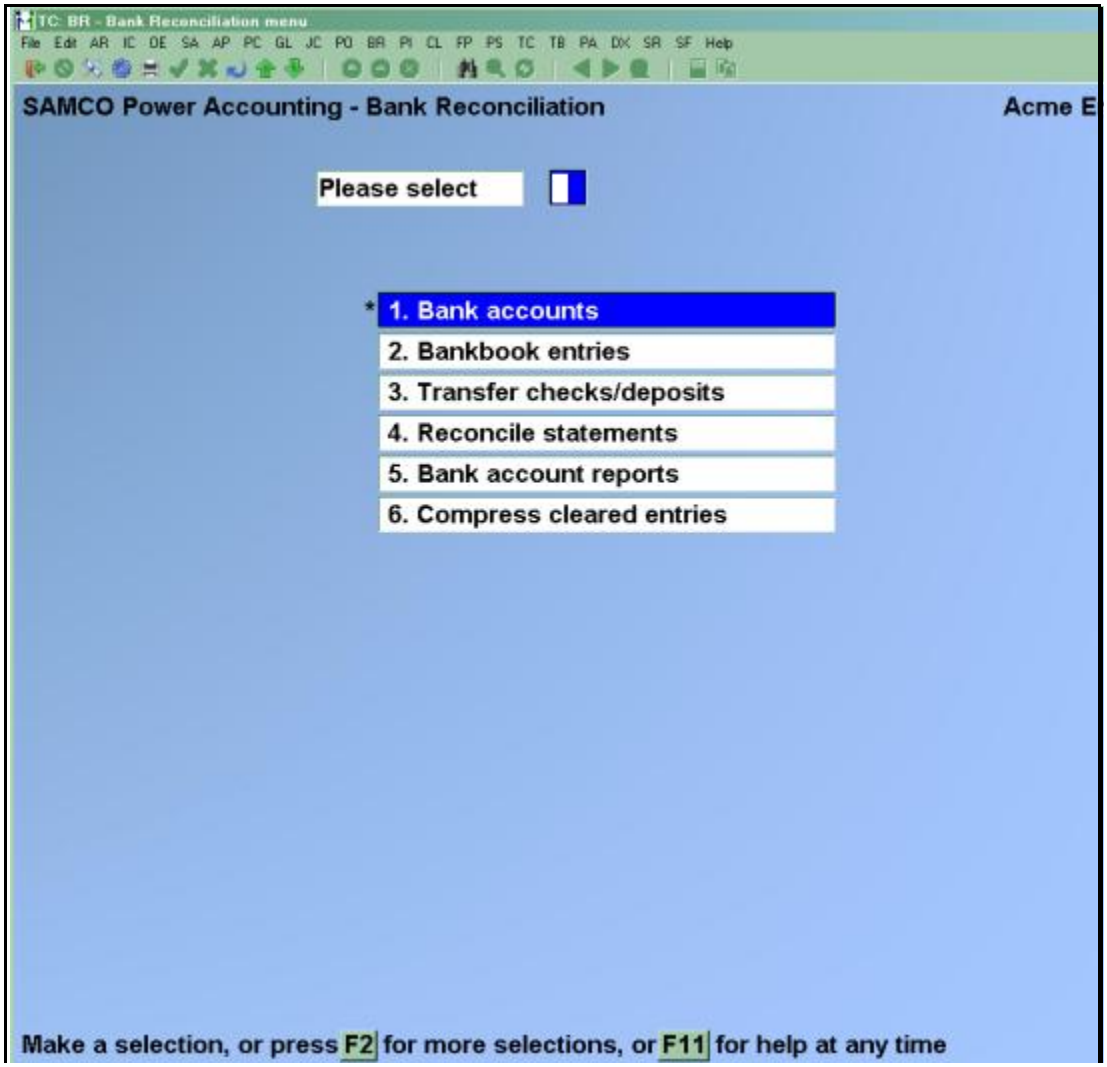
This and all Samco application user manuals are available for your reference in an on-line format (the screens and sample reports have been removed). Simply press [**F10**]

([**F11**] for the Windows version) and you will have instant access to the information you need with the help of SAM. (Refer to the chapter titled *Help SAM !!!* for information on using SAM.)

To Start Bank Reconciliation

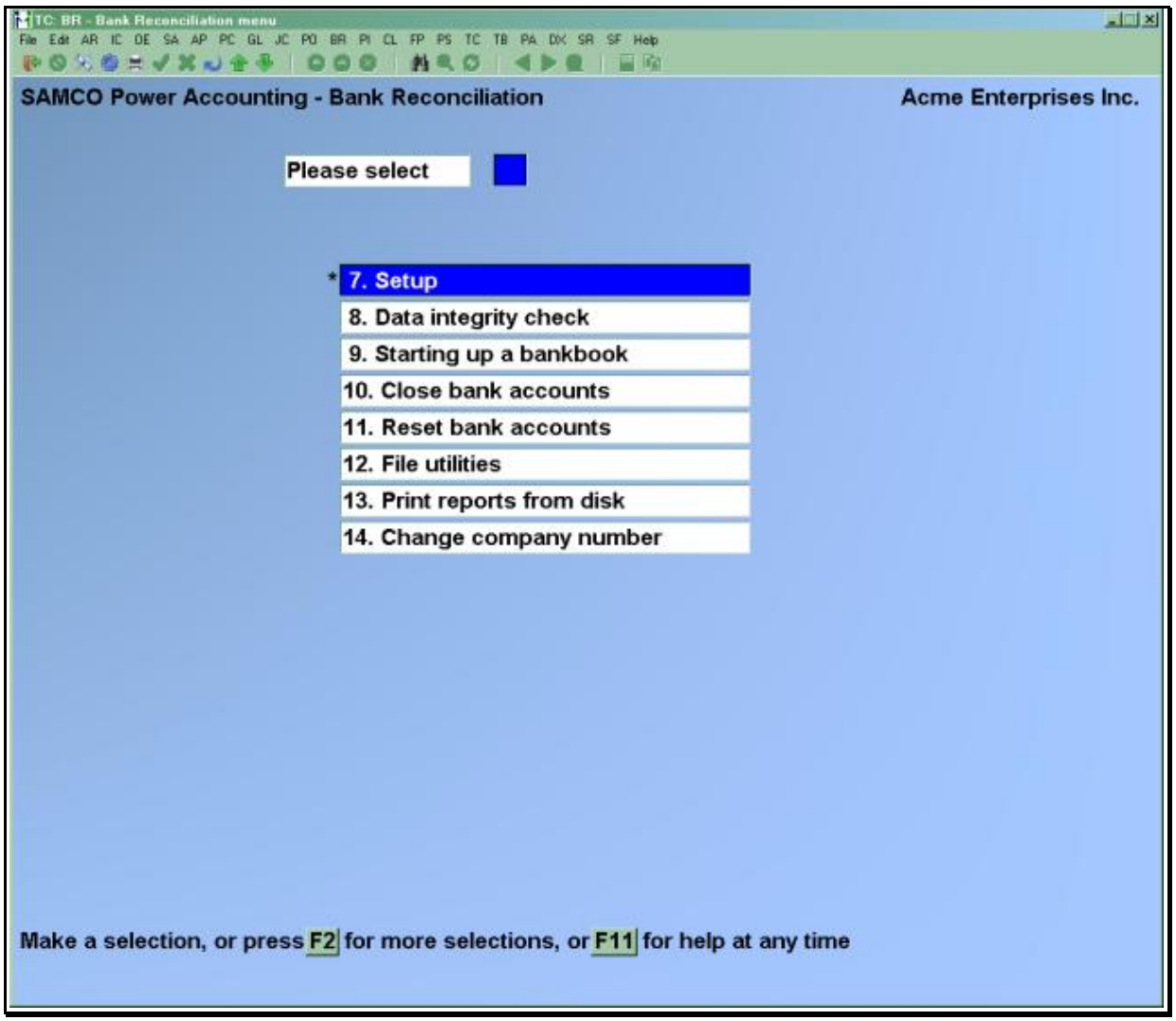
From your company ID's main menu select *Bank reconciliation*. (If *Bank reconciliation* does not appear on the main menu refer to the chapter titled *Company Information* in the *Systems Function* manual for details.)

The *Bank Reconciliation* menu then appears:


TC: BR - Bank Reconciliation menu
File Edit AR IC OE SA AP PC GL JC PO BR PI CL FP PS TC TB PA DX SR SF Help
SAMCO Power Accounting - Bank Reconciliation
Acme E
Please select
* 1. Bank accounts
2. Bankbook entries
3. Transfer checks/deposits
4. Reconcile statements
5. Bank account reports
6. Compress cleared entries
Make a selection, or press F2 for more selections, or F11 for help at any time

The selections that you will be using most often (such as *Bankbook entries*) are on the first screen of the main menu.

To get to page 2 of the menu, press [F1] from page 1. You see:


TC: BR - Bank Reconciliation menu
File Edit AR IC OE SA AP PC GL JC PO BR PI CL FP PS TC TB PA DX SR SF Help
SAMCO Power Accounting - Bank Reconciliation
Acme Enterprises Inc.
Please select
* 7. Setup
8. Data integrity check
9. Starting up a bankbook
10. Close bank accounts
11. Reset bank accounts
12. File utilities
13. Print reports from disk
14. Change company number
Make a selection, or press F2 for more selections, or F11 for help at any time

(Selection 10, *Starting up a bankbook*, can be selected only if you are in start-up mode per the Control File. Refer to the chapter titled *Control Information*.)

Make selections from page 2 the same way as from page 1.

To return to page 1 of the menu, press [**Tab**].

To Exit the B/R Package

To exit the B/R package, press [**Tab**] from page 1 of the B/R menu. Depending on your computer setup, either the main menu appears, listing packages, or your operating system prompt appears.

Guide to the Menu

The B/R menu selections are shown below. To the right of each menu selection is the page number in this manual where the menu selection is described.

Additional User Manual references are shown for some menu selections. These references contain information which is related to the menu selection.

Bank accounts 7.1

Bankbook entries 10.1
Transferring cash from one
checking account to another 10.9

Transfer checks/deposits 9.1

Reconcile statements 13.1
Interest received 12.2
Returned checks 12.2
Checks returned to vendors 12.5
View bank account information 11.1

Bank account reports 14.1
Reconciliation 14.1
Bankbook 14.3
Account activity 14.4

Compress cleared entries 15.1

Cash accounts 5.1
Control information 6.1

Data integrity check 18.1

Starting up a bankbook 8.1

Close bank accounts 16.1

Reset bank accounts 17.1

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Chapter 4

Guide to Daily Operations

Introduction

The following checklists are provided as examples of how you might use Bank Reconciliation to perform various daily, weekly, and periodic tasks.

While we attempt to present the tasks in a logical order, you should adjust the checklist as necessary to meet your own needs. You may wish to consult with your accountant for advice on organizing your own checklists to ensure the efficiency and security of your business operations.

Daily Operations Checklist

EACH DAY

____ Enter checks and deposits using *Bank book entries*. (If you are using other packages, you would only enter checks and deposits that were not entered using A/R, A/P, FishPro or P/C.)

EACH DAY, AS NEEDED

EACH DAY

EACH DAY, AS NEEDED

____ View your current checking account balances using *View checking information*. When viewing this information you may optionally include un-posted and un-transferred entries from other Samco packages in order to get a very accurate statement of your current checking account balance.

____ Print the Account Activity Report to obtain a cross-section of bank book entries in several different ways. For example, you can get a report of all A/P checks to a specific vendor using this report.

Weekly Operations Checklist

EACH WEEK

____ Transfer checks from A/P, FishPro, and P/C.

____ Transfer deposits from A/R.

NOTE: You may wish to transfer checks and deposits to B/R more frequently than once a week. This information can be transferred twice weekly or even daily, if needed.

Periodic/Monthly Operations Checklist

EACH PERIOD

EACH PERIOD, AS NEEDED

____ When you receive your bank statement, enter any adjust-ments using *Bankbook entries* and then reconcile your bank statement using *Reconcile statements*. Use the Reconciliation Report, as

needed, while reconciling your checking account.

____Print a complete report of all checking account activity for a period, using *Bank book entries*.

____Reduce the number of entries in your checking account files by using *Compress cleared entries* to combine the totals of cleared entries into balance forward entries.

Chapter 5

Cash Accounts

Introduction

The Samco system allows for an unlimited number of cash accounts.

Cash accounts are used by Accounts Payable, Accounts Receivable, Job Cost and Bank Reconciliation.

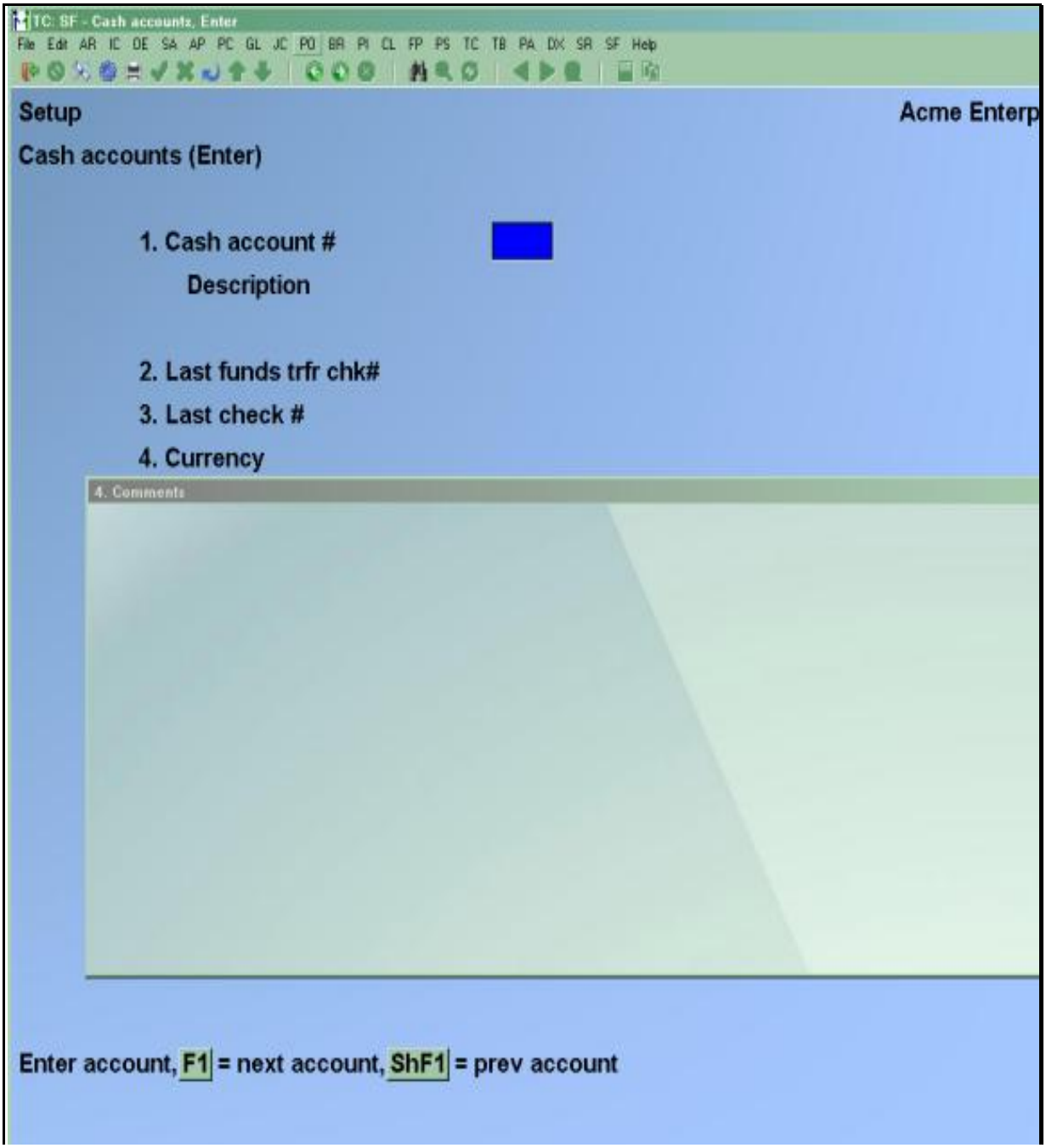
You enter your cash accounts here so that the cash account number can be verified later when you post cash receipts in Accounts Receivable, cut computer checks in Accounts Payable, or make bankbook entries in Bank Reconciliation.

If B/R is being used stand-alone, you must enter each cash account for which B/R will be maintaining a bankbook. Otherwise, only those additional cash accounts not already entered as a result of using A/R, and A/P need to be entered here. (Each cash account must first be entered in the Valid G/L Account File.)

To Begin

From the B/R menu, select *Set Up* from the second screen and *Cash accounts*. Then from the *Cash accounts* menu, select *Enter*.

Entering Cash Accounts


TC: SF - Cash accounts, Enter
File Edit AR IC OE SA AP PC GL JC PO BR PI CL FP PS TC TB PA DX SR SF Help
Setup
Acme Enterp
Cash accounts (Enter)
1. Cash account #
Description
2. Last funds trfr chk#
3. Last check #
4. Currency
4. Comments
Enter account, F1 = next account, ShF1 = prev account

You can work with both new and existing cash accounts.

Enter the following information:

? ***1. Cash account #**

Enter the cash account number. If the account you enter does not already exist in the Valid G/L Account File, you may add it here.

Options: [F1] to scan through the accounts on file

Description

Enter a description of the cash account.

Format: 30 characters

2. Last check #

The last check number is used by Accounts Payable to determine the next check number to be used when A/P checks are cut. It is not used by Accounts Receivable, Canadian Payroll, FishPro, or Bank Reconciliation.

If you are using <u>only</u> A/R or B/R (or both):

This field displays "(Not applicable)" and entry is not allowed.

If you are using A/P:

Enter the last check number used for a new cash account from which A/P checks will be cut.

Format: 999999

NOTE: If you have been using A/R or B/R, and are now installing A/P, be sure to enter a last check number for any cash accounts already entered for A/R or B/R, for which you plan to cut computer checks.

3. Comments

Enter comments about the cash account.

Format: 10 lines of 65 characters each

You enter text in much the same way as most word processing programs, using the [**Enter**] key, ↑ ↓keys, [**Del**] key, [**Tab**] or [**Esc**] when done, etc. When you are finished entering text, press [**Tab**] and follow the screen instructions.

When you press [**Esc**] or [**Tab**] while entering comments, you have these choices:

File	Save what I have just entered/changed. (Like pressing [Enter] at "Field number to change ?" in other selections.)
Save & continue	Save what I have just entered/changed, but leave the information on the screen because I want to continue to work with it.
Abandon changes	Throw away what I have just entered/ changed. (Like pressing [Esc] at "Field number to change ?" in other selections.)

Delete Delete this entire comment from the screen. (Like *Delete* in other selections.) The software will ask you to confirm the deletion with an "OK to delete ?" message.

Deleting Cash Accounts

The [**F3**] key is used to delete a cash account. A cash account cannot be deleted if it has been entered in the A/R, Order Entry Plus, or A/P Control File as a default cash account. There are also other checks made. If you cannot delete a cash account for some reason, the software will inform you through a message as to why.

Printing a List of Cash Accounts

From the *Cash accounts* menu, select *Print*.

From the screen which appears, enter the following information:

? **1. Starting account #**
?**2. Ending account #**

Enter the starting and ending account numbers. Follow the screen instructions.

3. Print comments ?

Your answer here determines whether comments will be printed.

Chapter 6

Control Information

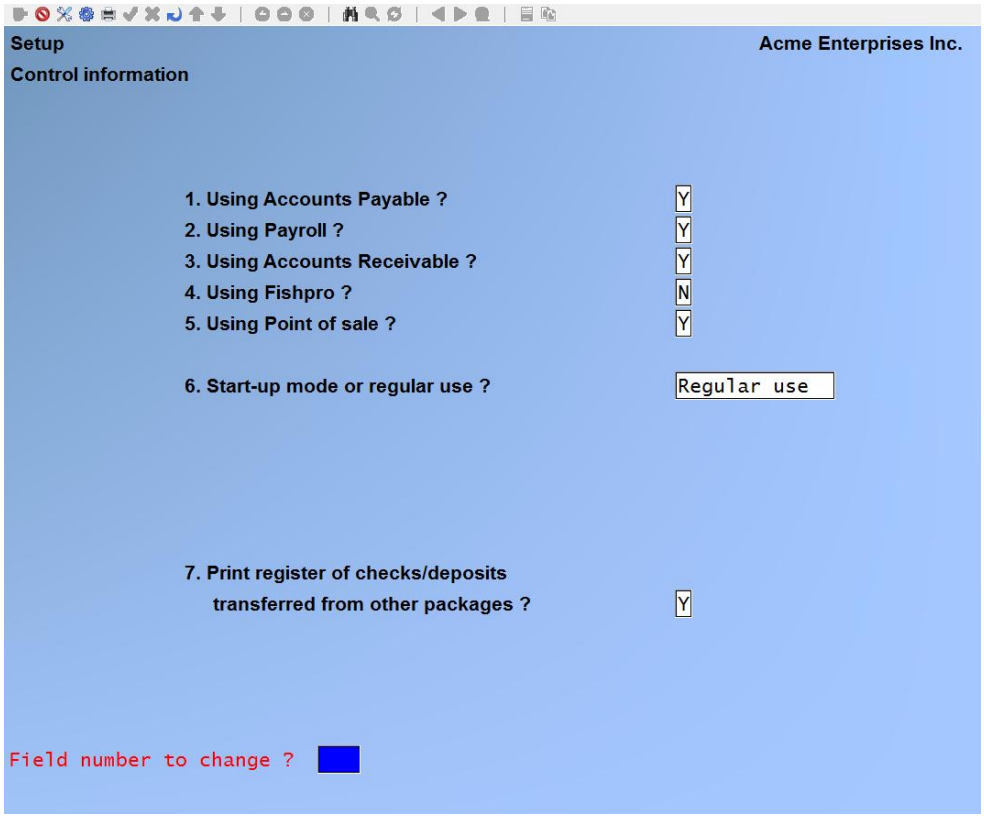
Introduction

Use this selection to set up the Bank Reconciliation package to fit your particular requirements. The information entered here will "control" various operations throughout this package.

To Begin

Select *Control information* from page 2 of the B/R menu.

This is the screen you see:


Setup
Acme Enterprises Inc.
Control information
1. Using Accounts Payable ? Y
2. Using Payroll ? Y
3. Using Accounts Receivable ? Y
4. Using Fishpro ? N
5. Using Point of sale ? Y
6. Start-up mode or regular use ? Regular use
7. Print register of checks/deposits
transferred from other packages ? Y
Field number to change ?

Enter the information as follows:

1. Using Accounts Payable ?

Answer **Y** if you are using the A/P package; otherwise, answer **N**.

2. Using Payroll ?

Answer **Y** if you are using the Samco Canadian Payroll package; otherwise, answer **N**. In Payroll Control Information, you must set “Use B/R to reconcile checks ?” to Y.

3. Using Accounts Receivable ?

Answer **Y** if you are using the Accounts Receivable package; otherwise, answer **N**.

4. Using FishPro ?

Answer **Y** if you are using the Samco FishPro package; otherwise answer **N**.

5. Using Point of Sale ?

Answer **Y** if you are using the Samco Point of Sale package; otherwise answer **N**. Options allow you to select one or all stores, and whether or not to consolidate registers. Consolidating registers will combine all entries (by cash type) into a single deposit. The values entered when you close a drawer, not the individual ticket amounts, are used for interfacing with Bank Reconciliation.

6. Start-up mode or regular use ?

Choose "start-up mode" when you first set up this package, then change to "regular use" after fully setting up all of your bank books. However, you cannot change from start-up mode to regular use here. To make this change, you must run *Set last balance*. (See the *Starting Up a Bank book* chapter.)

NOTE: You can change from regular use to start-up mode only when there is no reconciliation in progress (see the *Reconcile Statements* chapter).

Answer **S** for "start-up mode" or **R** for "regular use".

Format: 1 character

7. Print register of checks/deposits transferred from other packages ?

This question appears if you are using any one of the A/P, Payroll, FishPro, Point of Sale or A/R packages. Answer **Y** if you want a register printed when you run *Transfer checks/deposits*; otherwise, answer **N**.

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Chapter 7

Bank Accounts

Introduction

You must set up a bank account record here for each bank account which you are going to use in B/R.

An earlier chapter described cash accounts. The basic differences between cash accounts and bank accounts are:

Cash Accounts

The Cash Accounts File contains those G/L accounts which are cash accounts. This file is shared by all packages which refer to cash accounts (A/R, A/P, and B/R).

Bank Accounts

The Bank Account File (which is part of B/R and not referenced by any other package) contains records which describe each bank account. This description includes:

- The appropriate account from the Cash Accounts File.
- Basic information about the bank (such as bank number, name, and address).
- The reconciliation method for the bank book.

To Begin

From the B/R menu, select *Bank accounts*. Then from the *Bank accounts* menu, select *Enter*.

Entering Bank Accounts

You can work with both new and existing bank accounts.

Enter the following information:

? *1. Bank acct

Enter the bank account number or use one of the options:

Options: **[F1]** to scan through the bank accounts on file

[F2] To scan through the cash accounts on file

2. Bank name

Enter the name of this bank or use the option:

Option: **[F1]** to use the bank name in the A/R Cash History File for this cash account (if A/R is interfaced)

Format: 25 characters

3. Bank account

Enter your account number at this bank or use the option:

Option: **[F1]** to use the bank account number in the A/R Cash History File for this cash account (if A/R is interfaced)

Format: 15 characters

4. Address 1
5. Address 2
6. Address

Enter the bank's address.

Format: 25 characters for each field

7. Contact

Enter a contact person at the bank

Format: 15 characters

8. Phone

Enter a phone number for the contact person at the bank.

Format: 12 characters

9. Recon method

Enter the reconciliation method you want to use: book-to-bank or bank-to-book reconciliation.

In book-to-bank reconciliation, the bank statement is regarded as fixed, and the bank book is brought into alignment with it. In bank-to-book reconciliation, the bank book is regarded as fixed, and the bank statement is brought into alignment with it.

Your choice here is used in *Reconcile statements*. If you are unsure which to use, use book-to-bank, which is the most common method.

Press [**Enter**] to use "book-to-bank" reconciliation, or enter **2** to use "bank-to-book" reconciliation.

When you press [**Enter**] at "Field number to change ?", you are asked if you wish to enter any notes about the bank account.

You can enter an unlimited number of notes about this bank account. Each note is given a date/time stamp so that you can browse through the notes in time sequence later.

A menu at the bottom of the "Notes" area shows three selections:

Menu

Pressing [**F1**] brings up a number of selections. Each selection is described below:

Save	After entering a note, this selection permanently saves the note
New	Start a new note. If you have made any changes to the current note, those changes are lost.
Delete	Permanently deletes the note
Jump	Allows you to enter a specific date for viewing notes.
Change date	Change the date and time this note was entered.
Abandon	Abandon any changes to the current note and exit the notes function.
Exit	Exit the notes function.
[**PgUp**]	View an earlier dated note.

[**PgDn**] View a later dated note.

[**Home**] View the earliest dated note (oldest).

[**End**] View the newest note on file.

Text entry

When you select to enter a note, the cursor is positioned for you to enter the first line of the text of the note.

While entering a note the following keys and rules apply:

[**Enter**] Completes the entry of a line of text and moves the cursor to the next line.

AutoWrap The text editor will automatically wrap the typed text to the next line once you reach the end of the line. For example if you were typing "superb" and only had enough room left on the line for "sup" the entire word would be automatically moved to the next line.

[**F1**] Access the menu selections described in the previous section.

[**Esc**] Exit the note function without saving the changes to the current note.

[**Tab**] Exit the note function and save the changes to the current note.

[**F2**] Begin entering a new note.

[**F3**] Edit the next note on file.

[**F4**] Edit the previous note on file.

Format: 10 lines of 77 characters each

This concludes entry of a new bank account. When you subsequently view or change an account, you may choose to view notes by using the [**F6**] key, or you may view account status as described below.

Viewing the Status of the Account

"Status information" consists of the account number, reconciliation method, bank book balance, statement date and reconciliation information.

When you press [**Enter**] at "Field number to change ?", you are asked whether you wish to view the status of this bank account.

If you answer **Y**, a new screen appears, showing the account number, reconciliation method, bank book balance, last bank statement date, and whether a reconciliation is in progress.

Printing a List of Bank Accounts

From the *Bank accounts* menu, select *Print*.

From the screen which appears, enter the following information:

?1. Starting account #
?2. Ending account #

Enter the starting and ending account numbers. Follow the screen instructions.

3. Print notes ?

Your answer here determines whether any notes entered above will be printed.

Building business and technology relationships.

Chapter 8

Starting Up a Bankbook

Introduction

Use this selection to initially set up all of your bankbooks.

This can be done only when the Bank Reconciliation (B/R) package is in start-up mode (as defined in *Control information*).

For any cash account (and its corresponding bankbook), one of four situations can occur:

A. One or more of the A/P, A/R, F/P, P/S and Payroll packages has already been in use, and the B/R package is being added.

B. No other package has been in use yet.

C. The B/R package and one or both of the A/P, F/P, and P/C packages are already in use, and the A/R package is to be newly installed.

D. You have just installed the B/R package, and you are using no other packages.

A checklist for each of these situations is located at the end of this chapter. We suggest that you take the one that applies to your situation out of this User Manual and check off the steps as you perform them.

The checklist steps will guide you through the correct sequence of actions to correctly set up your checking accounts.

Adding Bank Accounts after B/R is Installed

If you are adding an entirely new bankbook which has no activity, it is not necessary to go into start-up mode or use Checklist B. Simply do this:

1. Add the new cash account to the Cash Accounts File.

2. Add the bank account to the Bank Accounts File.

3. Make the cash account the default in the A/R, and A/P Control files, as applicable. Then go on with your regular day-to-day processing.

If you are adding a bankbook which already has activity (not as a result of using A/R, A/P, F/P, or PR), then follow Checklist B.

To Begin

Select *Starting up a bankbook* from the 2nd page of the B/R menu, then select *Set-up: clear entries*.

Set-up: Clear Entries

NOTE: You will use this selection only if you are using at least one other package.

In your regular day-to-day use of this package (not in start-up mode), you will never be "purging" (completely removing) bankbook entries from the Bankbook File. This would be incorrect and is not allowed. Instead, you will be compressing groups of cleared checks and deposits into what are called "balance forward" entries. In this way, your bankbook balance will always be correct.

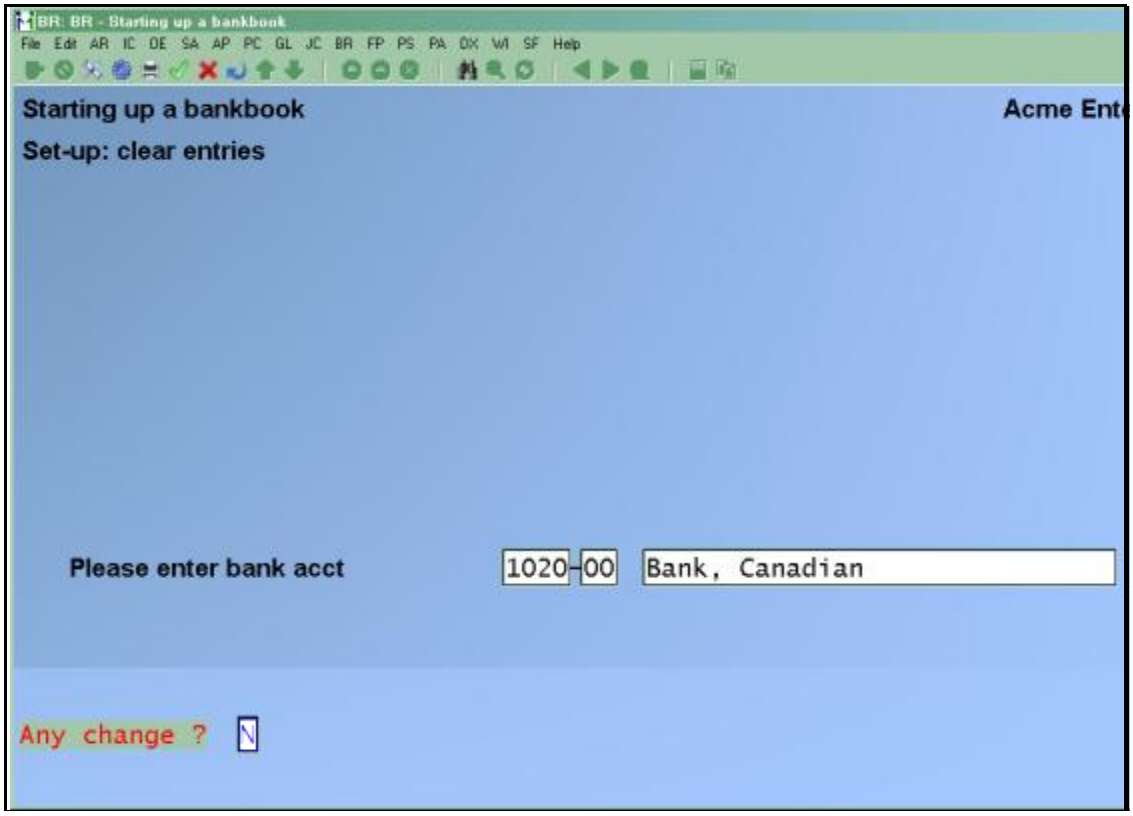
However, when you are in start-up mode, you are allowed to purge bankbook entries at will - as well as enter or change them. This is so you can set up your bankbook quickly, simply, and directly. Once you leave start-up mode and go into regular use mode (by running *Set-up: set last balance*), you will no longer be allowed to purge bankbook entries.

Use this selection to mark entries that you want to purge. (When you purge an entry, you completely remove it from the file.)

A screen appears for you to enter the account number of the bank account to clear. Enter the bank account (which must be in the Bank Accounts File), or use the option:

Option: **[F1]** to scan through the bank accounts on file

Either way, this is the next screen you see:


BR: BR - Starting up a bankbook
File Edit AR IC OE SA AP PC GL JC BR FP PS PA DX WI SF Help
Starting up a bankbook
Acme Ente
Set-up: clear entries
Please enter bank acct
1020-00
Bank, Canadian
Any change ?
N

Select entries to clear using the ↓↑ keys.

Move forward to the next screen of entries by using the [**PgDn**] key. Move back to the previous screen of entries by using the [**PgUp**] key.

To clear an entry so that it can be purged, answer **Y** to "Clear ?". To exclude an entry from purging, skip it by using the arrow keys. If you had already answered **Y** to an entry and want to change the answer, enter **N** for that entry.

Set-up: Purge Entries

Select *Set-up: purge entries* from the *Starting up a bankbook* menu.

A screen appears for you to enter the account number of the bank account to clear. Enter the bank account (which must be in the Bank Accounts File), or use the option:

Option: [**F1**] to scan through the bank accounts on file

When you run *Purge entries*, any entries marked as cleared for purging are purged. The processing occurs automatically.

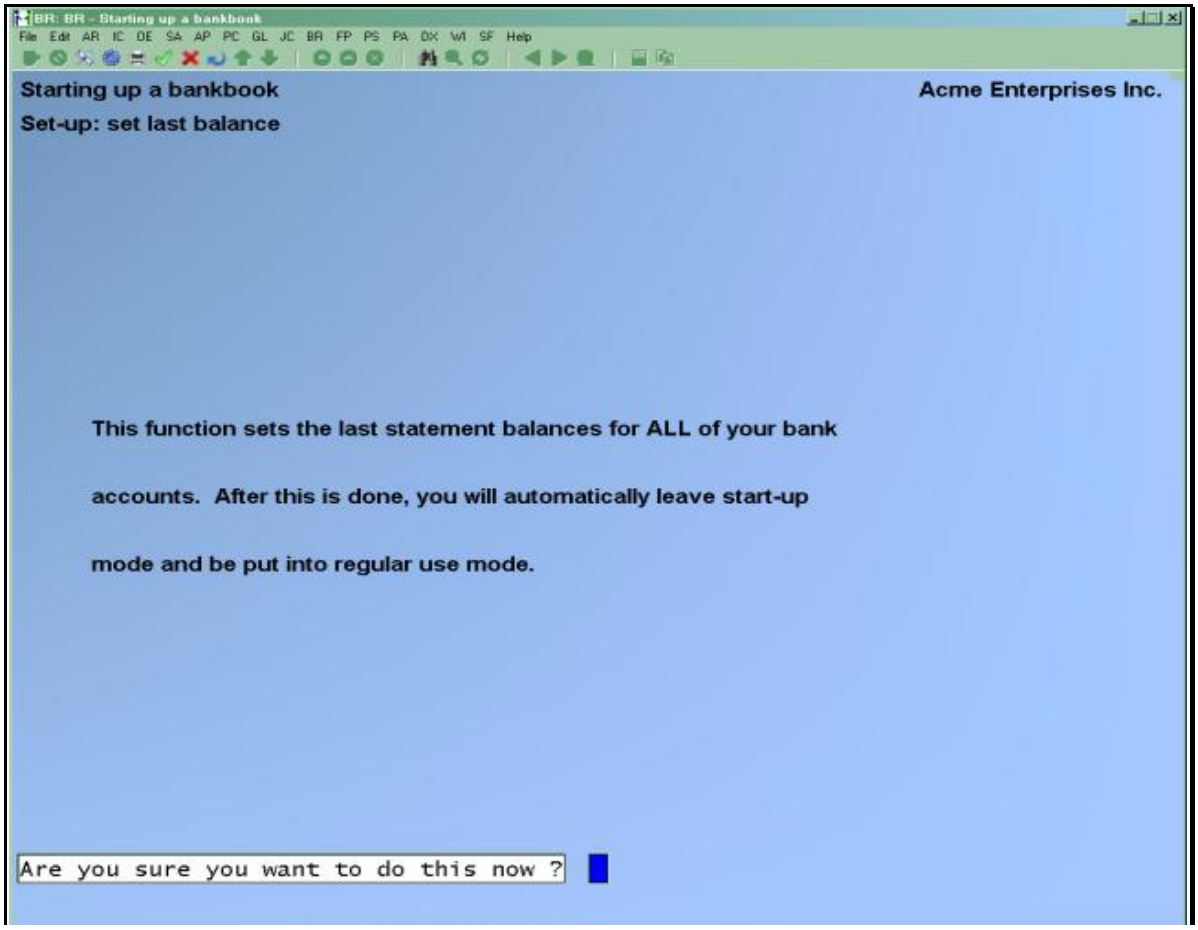
Set-up: Set Last Balance

Select *Set-up: set last balance* from the *Starting up a bankbook* menu.

Use this selection to set the last statement balances and dates for all bank accounts and leave start-up mode. You should run this when you are satisfied that all of your bank accounts are properly set up.

If you have cleared entries for purging, but have not yet purged them, you will get an error message. You will not be able to continue with this selection until you have either purged the cleared entries or uncleared them. It may be necessary to do this for more than one bank account.

If everything is OK, a screen with this message appears:


BR: BR - Starting up a bankbook
File Edit AR IC DE SA AP PC GL JC BR FP PS PA DX WI SF Help
Starting up a bankbook
Acme Enterprises Inc.
Set-up: set last balance
This function sets the last statement balances for ALL of your bank
accounts. After this is done, you will automatically leave start-up
mode and be put into regular use mode.
Are you sure you want to do this now ?

If you continue, the last statement balance for each bank account is then set to the balance of all entries in the account, and the last statement date is set to the latest clear date on any entry.

The package is then changed from start-up mode to regular use mode automatically.

Checklist A

One or more of the A/P, A/R, F/P, and Payroll packages has already been in use and the Bank Reconciliation package is being added.

User Manual chapters you will be referring to:

- Transfer Checks/Deposits
- Bankbook Entries
- Starting Up a Bankbook
- Cash History chapter in the A/R User Manual (*Deposits* section)
- Control Information chapter in the A/P User Manual

Follow steps 1 through 7 for each of your cash accounts.

Step 1. Make sure that you have entered a bank account, using *Bank accounts*, for each cash account used by A/P, and A/R. _____

Make sure that you have entered a cash account (using *Cash accounts*) and a bank account (using *Bank accounts*) for any other bank accounts to be maintained by B/R, which are not used by other packages. _____

Make sure that start-up mode is selected in the Control File. _____

Step 2. Transfer all checks and deposits from the other existing packages to the Bankbook File, using *Transfer checks/deposits*, as shown below:

Step 2a. If you are using Accounts Receivable:

You need to transfer cash receipts to the Bank Reconciliation package, but first all cash receipts must be gathered into deposit slips. _____

See *Prepare deposits* in the A/R User Manual chapter titled *Process Cash History*.

(Since the Bank Reconciliation package is in start-up mode, you do not have to print deposit slips before transferring cash receipts. Later, during regular use of the Bank Reconciliation package, any cash receipt will have to be printed

on a deposit slip before it can be transferred.)

Transfer these cash receipts, using *Transfer checks/deposits*. _____

The result is that all deposits in the Cash History File are marked as transferred.

Step 2b. If you are using Payroll:

Transfer all payroll checks, using *Transfer checks/deposits*. _____

The result is that all checks in the Payroll Checks File are marked as transferred.

Step 2c. If you are using Accounts Payable:

Look at your answer as it currently exists for field "KEEP VENDOR HISTORY FILE ?" in the A/P Control File. Use *Control information*, as described in your A/P User Manual, to look at your current answer.

If your current answer is yes (Y):

Transfer all checks, using *Transfer checks/deposits*. _____

The result is that all checks in the Vendor History File are marked as transferred.

If your current answer is no (N):

This means that there are no checks in your Vendor History File to transfer.

Change your answer to **Y**, so that this file will hold future A/P checks for transfer to Check Reconciliation. _____

Since no A/P checks have been transferred, skip steps 3 and 4 below. Go directly to step 5. _____

Step 2d. If you are using FishPro:

Transfer all checks, using *Transfer checks/deposits*. _____

The result is that all checks in the FishPro Checks File are marked as transferred.

Step 3. Now run *Set-up: clear entries,* and clear all entries that are on your latest bank statement.

Then purge these entries using *Set-up: purge entries.* _____

Step 4. Using *Set-up: clear entries*, clear all entries earlier than the current bank statement, except for the entries which have not cleared the bank yet. _____

Then purge all cleared entries. _____

The result is a Bankbook File that contains all checks and deposits previously entered through A/P, FishPro, Payroll, and A/R, that have not appeared yet on any bank statement (have not cleared).

Step 5. Using *Bankbook entries*, enter any other outstanding checks and deposits that were not transferred and that have not yet appeared on your bank statement. (These would be outstanding checks and deposits that were no longer in the History files when you did the transfer above. There might not be any of these.) _____

At this point, the Bankbook File contains only entries that have not cleared the bank yet, as of the date of the last bank statement. It should contain all of these entries, at least up to the closing date of the last bank statement. It might also contain entries after the last statement date.

Step 6. Go back to *Bankbook entries* and make a balance forward entry. The amount is the closing amount of your last bank statement. (You should have already reconciled this statement manually. If this has not yet been done, you can make any adjustments and corrections later through *Bankbook entries*.) _____

The date of the balance forward entry should be the closing date of the last bank statement.

Step 7. Do the above procedure for each of your cash accounts.

Step 8. Run *Set-up: set last balance*. _____

Your bankbooks are now set up for regular use and you are no longer in start-up mode.

NOTE: If you have any uncleared entries dated before the balance forward entry you entered above, the running balance figure will not be accurate before the balance forward entry; however, it will be accurate from the balance forward entry onward. Once all entries before the date of the last bank statement have finally been cleared, the running balance figure will be accurate in all cases.

Step 9. Replace this checklist in the B/R User Manual. _____

Checklist B

No other package has been in use yet.

User Manual chapters you will be referring to:

- Control Information
- Bankbook Entries
- Starting Up a Bankbook

Step 1. If you are going to be using any other packages, install them first and build the data files for each package, before starting this Bank Reconciliation package. _____

Step 2. Make sure that you have entered a bank account, using *Bank accounts*, for each cash account used by A/P, and A/R, (if one or more of these packages are in use). _____

Make sure that you have entered a cash account (using *Cash accounts*) and a bank account (using *Bank accounts*) for any other bank accounts to be maintained by B/R, which are not used by other packages. _____

Make sure that start-up mode is selected in the Control File. _____

Step 3. Take the latest bank statement dated before any checks or deposits are entered into the other packages, and enter a balance forward entry, using *Bankbook entries*. The date and amount of this entry are the date and closing balance of the last bank statement. _____

Step 4. Enter all checks and deposits that have not yet been cleared as of the latest bank statement directly into the Bank Reconciliation package. These will be checks and deposits that you will not be entering into the other packages. Use *Bankbook entries*. _____

The result is a Bankbook File that has only outstanding entries for each bank account, as of the date of the latest bank statement, and has all of these outstanding entries.

Step 5. Run *Set-up: Set last balance*. _____

Step 6. Replace this checklist in the B/R User Manual. _____

Checklist C

The Bank Reconciliation package and one or any combination of the A/P, FishPro, and Payroll packages is already in use, and the A/R package is to be newly installed.

User Manual chapters you will be referring to:

- Control Information
- Bankbook Entries
- Starting Up a Bankbook

Preliminary

You have been entering deposits, up until now, directly into the Bank Reconciliation package, and some deposits are already on file. Some might be marked as cleared already, and some might not yet be marked as cleared.

Step 1. Install the A/R package, using the Installation Guide, System Functions manual, and A/R User Manual. _____

Step 2. Start entering cash through the A/R package. _____

Step 3. Discontinue entering deposits directly through the Bank Reconciliation package. _____

That is all that is necessary to do. The balance forward in the Reconciliation package will already be correct.

Step 4. Replace this checklist in the B/R User Manual. _____

Checklist D

You have just installed the Bank Reconciliation package, and you are using no other packages.

User Manual chapters you will be referring to:

- Bankbook Entries
- Starting Up a Bankbook

Step 1. Make sure that you have entered a cash account, using *Cash accounts*, and a bank account, using *Bank accounts*, for each bank account to be maintained by B/R. _____

Make sure that start-up mode is selected in the Control File. _____

Step 2. Enter a balance forward entry with the date and closing amount of the last bank statement. Use *Bankbook entries*. _____

Step 3. Enter all checks, deposits, and adjustments that have not yet cleared the bank as of the last bank statement. Use *Bankbook entries*. _____

Step 4. Run *Set-up: set last balance*. _____

Step 5. Replace this checklist in the B/R User Manual. _____

You will now be ready to use the Bank Reconciliation package for regular day-to-day processing.

_____

Chapter 9

Transfer Checks/Deposits

Introduction

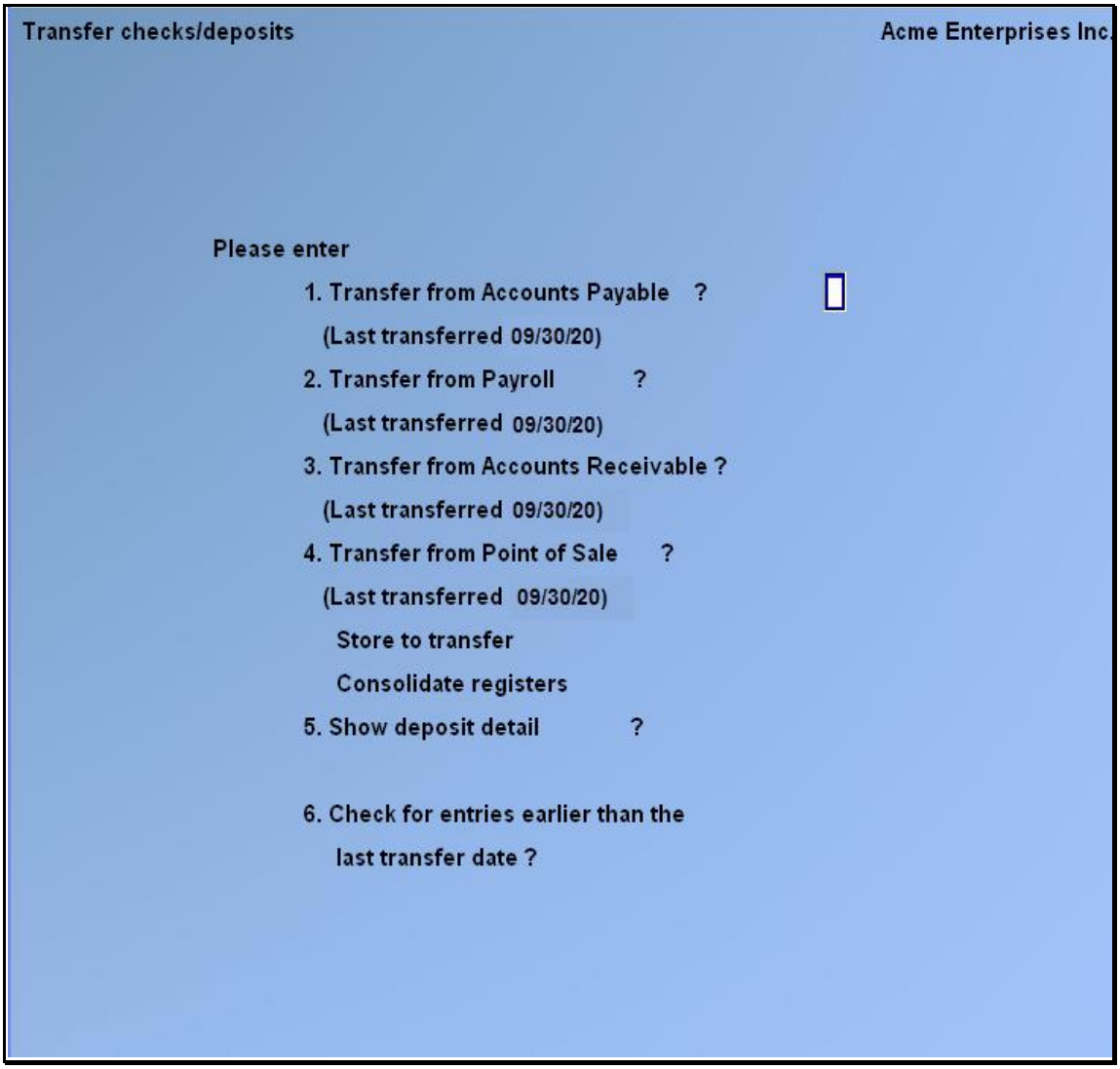
Use this selection to transfer checks from Accounts Payable, FishPro, and Canadian Payroll, and deposits from Accounts Receivable and Point of Sale into the Bank Reconciliation package.

This selection can be run only if you have specified (in the B/R Control File) to use one or more of these packages.

To Begin

Select *Transfer checks/deposits* from the B/R menu.

This is the screen you see:


Transfer checks/deposits
Acme Enterprises Inc.
Please enter
1. Transfer from Accounts Payable ?
(Last transferred 09/30/20)
2. Transfer from Payroll ?
(Last transferred 09/30/20)
3. Transfer from Accounts Receivable ?
(Last transferred 09/30/20)
4. Transfer from Point of Sale ?
(Last transferred 09/30/20)
Store to transfer
Consolidate registers
5. Show deposit detail ?
6. Check for entries earlier than the
last transfer date ?

NOTE: The date of the last transfer will not appear until at least one transfer has been done for that package.

1. Transfer from Accounts Payable ?

This question appears if you are using A/P. Answer **Y** if you want to get checks from A/P; otherwise, answer **N**.

Computer checks that have been printed and posted, and non-A/P checks and hand-written checks that have been posted, will be transferred.

"Void" checks will be transferred. See the A/P User Manual chapter titled *Void Checks*.

No unposted checks will be transferred.

2. Transfer from Payroll ?

This question appears if you are using Canadian Payroll. Answer **Y** if you want to get checks from Payroll; otherwise, answer **N**.

Payroll checks that have been printed and posted, and hand-written checks that have been posted, will be transferred.

No un-posted checks will be transferred.

3. Transfer from Accounts Receivable ?

This question appears only if you are using A/R. Answer **Y** if you want to get deposits from A/R; otherwise, answer **N**.

If you are in start-up mode (per the Control File), all deposits prior to the cut-off date (described below) will be transferred.

If you are not in start-up mode, only deposits for which a deposit slip has been printed will be transferred. See the A/R User Manual chapter titled *Cash History* for information on deposit slips.

Show deposit detail ?

This question appears only if you selected to transfer deposits from A/R.

Each deposit consists of one or more cash receipts. Answer **Y** to show the individual cash receipts on the transfer report.

4. Transfer from FishPro ?

This question appears if you are using FishPro. Answer **Y** if you want to get checks from FishPro; otherwise, answer **N**.

Checks that have been printed and posted, and hand-written checks that have been posted, will be transferred.

No un-posted checks will be transferred.

5. Transfer from Point of Sale ?

This question appears only if you are using Point of Sale. Answer **Y** if you want to get deposits from Point of Sale; otherwise, answer **N**.

Transfer options allow you to select one or all stores, and whether or not to consolidate registers. Consolidating registers will combine all entries (by cash type) into a single deposit.

The values entered in Point of Sale » Tickets » Close drawer, not the individual transactions themselves, are used for interfacing with Bank Reconciliation.

6. Check for entries earlier than the last transfer date ?

This question appears only if earlier transfers were done.

You can greatly speed up the transfer process if you answer **N** to this question. If all the checks and deposits you have entered and posted in the other packages since your last transfer have dates after the last transfer date, answer **N**. If you are unsure, answer **Y**.

When you answer **N**, the software completely skips looking for un-transferred checks and deposits with dates earlier than the last transfer date. If you did a transfer, then posted a check in A/P (for example), dated earlier than the last transfer date, then this check would not get transferred. In this case, you must answer **Y** to ensure that such checks and deposits do get transferred.

Next enter the cut-off date. Only entries having dates on or before this date will be transferred. You may use the option:

Option: **[F1]** to use "Latest" (no cut-off date)

If an entry was already transferred, it won't be transferred a second time.

When you are done, the entries are transferred automatically. If the Control File specified to print a Transfer Register, it then prints.

Chapter 10

Bankbook Entries

Introduction

Use this selection to make bankbook entries or print a list of them.

If you are not using any other packages, use this selection to enter all your bank account activity.

If you are using the Accounts Payable, FishPro, Payroll, Point of Sale and/or Accounts Receivable packages, you can also use this selection to change or delete entries transferred to the Bank Reconciliation package from these other packages. You now have the ability to enter manual bank transactions (interest, service charges, etc.) built right into Bankbook entries, this new ability allows you to enter transactions into B/R and then interface them with the G/L.

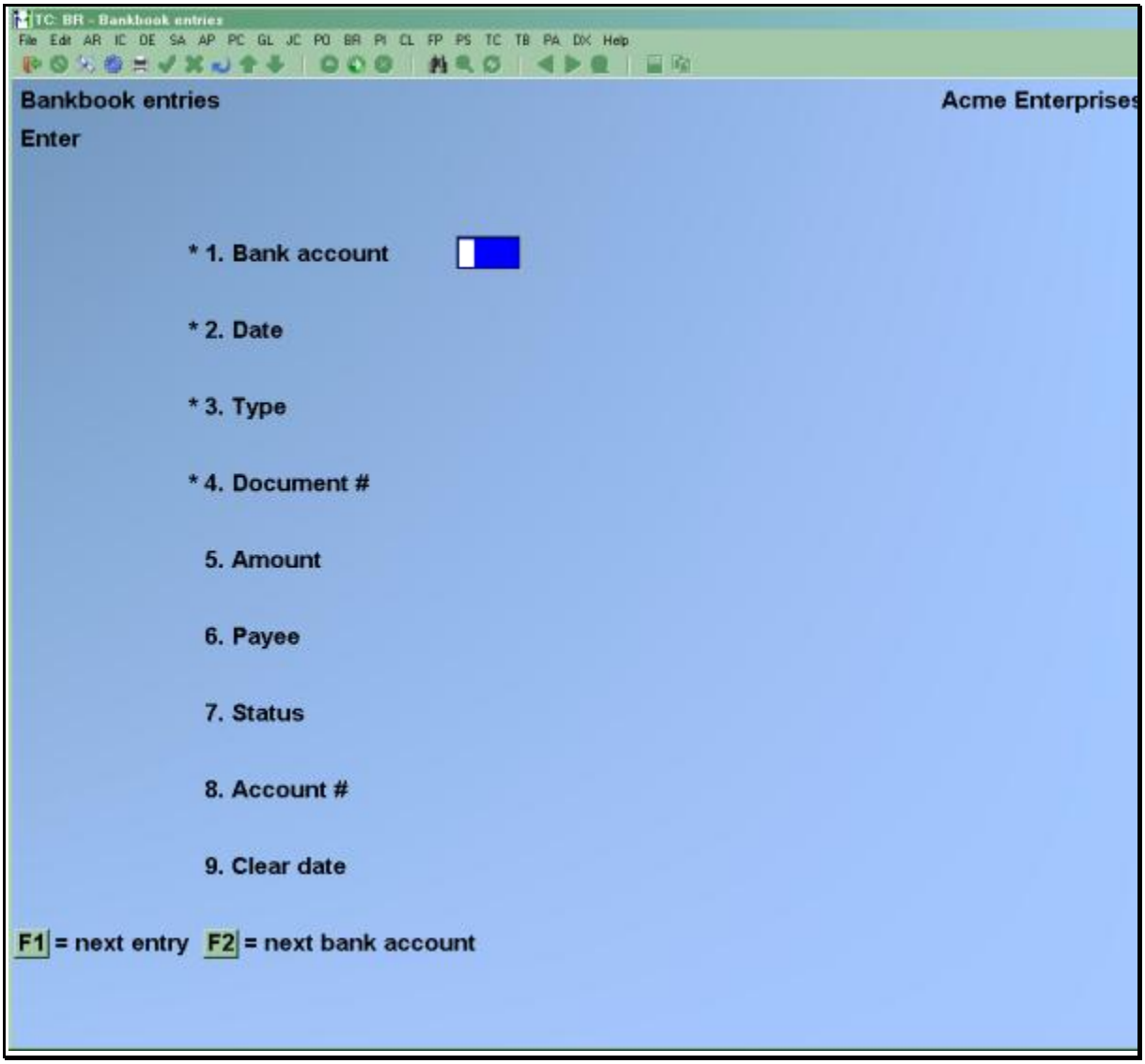
Instructions for using this selection to transfer funds between bankbooks are included at the end of this chapter.

To Begin

Select *Bankbook entries* from the B/R menu, then select *Enter*.

Making Bankbook Entries

This is the screen you see:


TC: BR - Bankbook entries
File Edit AR IC OE SA AP PC GL JC PO BR PI CL FP PS TC TB PA DX Help
Bankbook entries
Acme Enterprises
Enter
* 1. Bank account
* 2. Date
* 3. Type
* 4. Document #
5. Amount
6. Payee
7. Status
8. Account #
9. Clear date
F1 = next entry F2 = next bank account

New and Existing Entries

From this screen you can work with both new and existing bankbook entries.

Enter the information as follows:

? * 1. Bank acct

For a new entry

Enter the number of the bank account or use one of the options:

Options: [**F2**] to scan through the bank accounts on file

[**Enter**] to use the bank account previously entered, if any

For an existing entry

To bring up a specific bankbook entry, enter the bank account, date, type, and document number of the entry you want, or use the option:

Option: [**F1**] to scan through the entries on file

[**F2**] to scan through the bank accounts on file

If the entry was transferred from Accounts Payable, FishPro, Payroll, Point of Sale or Accounts Receivable, "A/P", "PR", "FP", "BR" or "A/R" displays for "SOURCE".

If the entry was made directly in *Bankbook entries*, "Direct Entry" displays for "SOURCE".

If Bank Reconciliation is being used stand-alone, "SOURCE" does not appear.

*** 2. Date**

Enter the date for the entry or use one of the options:

Options: [**F1**] to scan through all entries (in date order) for the specific bank account entered above in field 1.

[**Enter**] to default to the last date entered, or (for the first entry) to the current date

Format: MMDDYY

*** 3. Type**

Enter the type of entry as follows:

B Balance forward
D Deposit
C Check
A Adjustment

If the previous entry made was a check, you can press [**Enter**] to default to type **C** (Check).

Or use the option:

Option: [**F1**] to scan through all entries for the specific bank account and date entered. (This may be used to easily locate a particular entry made on a specific date.)

NOTE: You can make a balance forward entry only when you are in start-up mode.

Format: 1 character

NOTE: For an "adjustment" entry, you must also post the adjustment in General Ledger (if you are using G/L).

*** 4. Document #**

For all types except "balance forward"

Enter the document number or use the option:

Option: [**F1**] to scan through documents for the specific bank account, date, and type entered above

You can press [**F2**] to use the last document number plus 1. The incrementing of document number works as follows:

For checks, deposits, and adjustments entered this run, the last document number is stored for each type.

For subsequent entries, the default number is the last document number for that type plus 1.

For "balance forward" type

Either an existing entry for the bank account and date is displayed (since only one such entry per date is allowed per account), or (if no existing entry), the document number field is skipped, as there may be only one balance forward entry for a bank account on a particular date.

Format: 999999

5. Amount Book balance:

The bankbook balance appears on the right.

Enter the amount or use the option:

Option: [**F1**] to scan through all documents for the specific bank account, date, type, and document number entered. ([**F1**] is not available for balance forward documents.)

For a balance forward entry:

Enter the current account balance.

For a check:

If the entry is a check, enter a positive amount. The bankbook balance will be decreased by this amount.

For a void check:

Entering zero for the check amount causes a void check status to be assigned to the entry. Field 6, "Payee", is set to "*** Void check ***" and field 7, "Status", is set to "Void". Fields 6, 7, and 8 are skipped and you are positioned at "Field number to change ?".

If you enter a non-zero amount, you can mark the check as void in field 7, after entering payee information in field 6.

For an adjustment:

If an adjustment increases the bankbook balance (for example, Interest Received), enter a positive amount. If the adjustment reduces the balance (for example, Check Charges), enter a negative amount.

After you enter the amount, the bankbook balance is adjusted and re-displayed on the right.

Format: 9,999,999,999.99-

6. Payee, Name, or Comment

For a check:

Enter a payee number, then a name.

Format: 6 characters for payee number
25 characters for payee name
25 characters for comment

For a void check:

The payee number is set to blank.

The payee name is set to "*** Void check ***".

For a balance forward, deposit or adjustment entry:

Enter a comment appropriate to the entry. You can press [**Enter**] to leave the comment field blank.

7. Status

Enter the status as follows:

(Blank) or **N**	Not yet cleared
C	Cleared
V	Void
S	Stop-payment

You can enter a status of "C" only in start-up mode.

You can enter a status of "S" for a check only.

If the entry is a balance forward, a status of "C" is automatically displayed and cannot be changed.

For a void check:

The status is set to "Void" and cannot be changed as long as field 5, "Amount" is zero. If you want to "un-void" a check, you must reset field 5 to a non-zero amount, then return here to change its status.

Format: 1 character

8. Account #

Enter the G/L distribution account number.

9. Clear date

For a balance forward entry, the clear date is automatically set to the date of the entry and cannot be changed. (Balance forward entries are always considered cleared.)

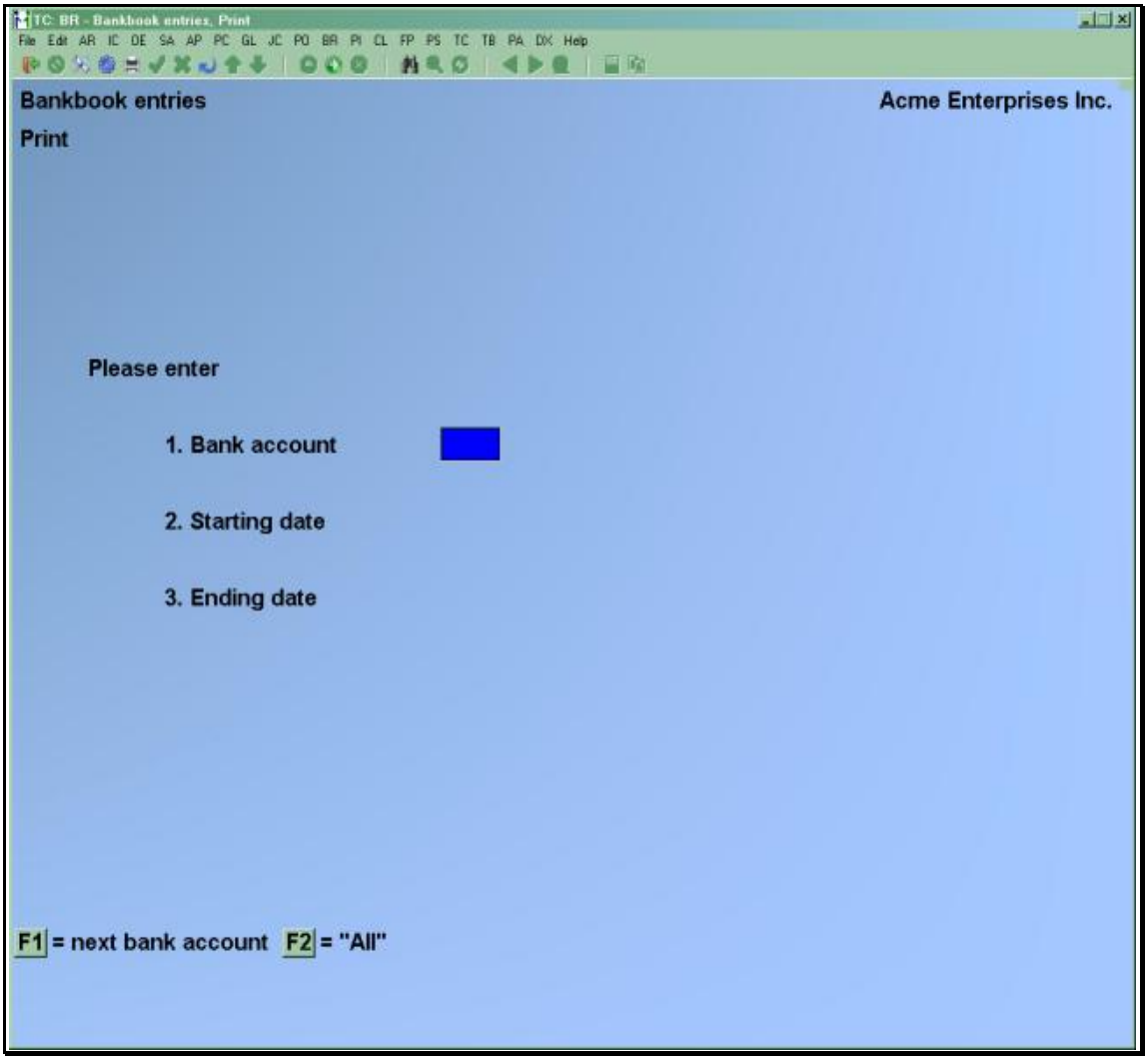
For other types of entries, this field is automatically skipped unless you entered a status of "C" (cleared) above, and you are in start-up mode.

Format: MMDDYY

Bankbook Entries Report

Select *Print* from the *Bankbook entries* menu.

This is the screen you see:


TC BR - Bankbook entries, Print
File Edit AR IC OE SA AP PC GL JC PO BR PI CL FP PS TC TB PA DX Help
Bankbook entries
Acme Enterprises Inc.
Print
Please enter
1. Bank account
2. Starting date
3. Ending date
F1 = next bank account F2 = "All"

Enter the information as follows:

?1. Bank account

Enter the number of the bank account you want to print the report for, or use one of the options:

Options: **[F1]** to scan through the bank accounts on file

[F2] To print the report for "All" bank accounts

2. Starting date
3. Ending date

Enter the range of dates to show on the report. Follow the screen instructions.

Format: MMDDYY

If you change the status of an entry to "Void" or "Stop-payment", the date that action was taken will appear in the "CLEAR-DATE" column of the report.

A sample Bankbook Entries Report is shown at the end of this chapter.

Transferring Cash from One Account to Another

This section describes how to transfer cash from one bank account to another. There are two different situations:

1. You are using the General Ledger (G/L) package.
2. You are not using the G/L package.

If you are using the G/L package

From the General Ledger menu, Get Distributions, interface with BR

If you are not using the G/L package

Adjusting the bank accounts

Using *Bankbook entries* in this package, make two entries:

1. The check written on the account you are transferring cash FROM.
2. The deposit of that check into the account you are transferring cash TO.

For clarity in keeping your records, you should deposit ONLY the single check from the "FROM" account, and not include any other checks or cash in this deposit.

For example, suppose that you are transferring $5,000 from account 1100-000 to account 1200-000 on December 31, 1999: You would make two entries as follows, using *Bankbook entries*:

FROM		**TO**	
Cash acct:	1100-000	Cash acct:	1200-000
Type	Check	Type:	Deposit
Date:	12/31/99	Date:	12/31/99
Doc #:	(Check #)	Doc #:	(Deposit #)
Amount:	5,000	Amount:	5,000
Payee:	TRNSFR	Comment:	TFR from 1100-000

Payee name: TRANSFER to 1200-000

NOTE: We recommend you enter the payee name and comment as above, although you can enter anything here that you like.

Building business and technology relationships.

Chapter 11

View Bank Account Information

Introduction

Use this selection for a quick review of a bank account. You will be able to see:

- the reconciliation method of the account
- the balance and date of the latest bank statement
- the balance on the bank book
- the date that bank book entries were last transferred from other packages
- the total amounts of entries in other packages that have not been posted or transferred to the Bank Reconciliation package

From the B/R menu, select *Reconcile statements*, then select *View bank account information*.

If only one bank account is in use and no other packages are interfaced with Bank Reconciliation, no questions are asked and the information displays automatically. Otherwise, a screen appears for you to enter the number of the bank account to view. Enter the information as follows:

? Bank account

You are asked this question only if there is more than one bank account defined. Enter the number of the bank account or use the option:

Option: **[F1]** to scan through the bank accounts on file

Include unposted/untransferred entries ?

You are asked this question if at least one other package is being used. Enter **Y** to include un-posted entries and un-transferred entries.

For the A/P package, this is the total amount of un-posted non-A/P checks and hand-written checks, plus checks in the Vendor History File not yet transferred to the Bank Reconciliation package.

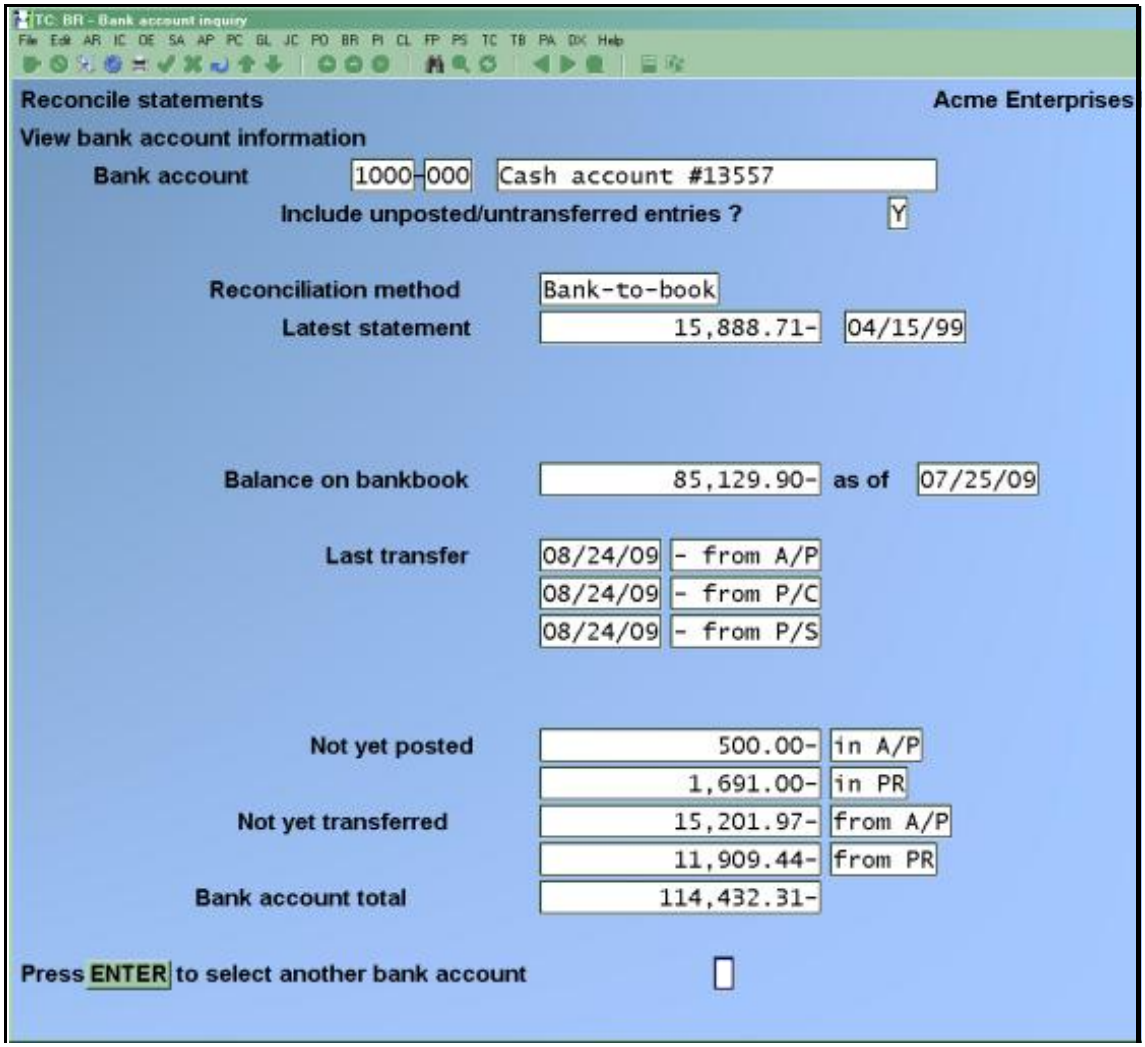
For Payroll, this is the total amount of un-posted hand-written payroll entries, plus checks not yet transferred.

For FishPro, this is the total amount of un-posted checks not yet transferred.

For A/R, this is the total amount of un-posted cash receipts entries, plus deposits in the Cash History File not yet transferred.

If a reconciliation is in progress for this account, you will be informed of this.
If you selected to include un-posted entries, processing may take some time. If you wish, you can stop and either exit or resume processing. (See the screen instructions.)
If you use more than one bank account, you can press [**Enter**] to view the next one.

The following is a sample screen from this function:



Building business and technology relationships.

Chapter 12

Setting Up for a Reconciliation

Introduction

This chapter describes how to get ready to perform a reconciliation.

Before reconciling, make sure you have entered (or transferred from other packages) any of these items:

- Interest received
- Returned customer checks which you have already deposited
- Bank charges
- Returned vendor checks which have already been posted

Use the appropriate instructions in this chapter before beginning a reconciliation (next chapter).

Interest Received

If using A/R:

In A/R, enter any interest received as a cash receipt with the bank as the customer. Enter it as non-A/R cash - it is cash received, but is not a check, and it doesn't reduce accounts receivable. The credit account is "Interest Earned". Create a separate deposit slip for it. (You could also enter this through the Bank Reconciliation package directly, but then you would have to adjust your General Ledger manually.)

If not using A/R:

Enter interest received as an adjustment, using *Bankbook entries*. You will also have to adjust your General Ledger accordingly.

Returned Customer Checks

If not using A/P and A/R:

Enter an adjustment, using *Bankbook entries*, for the amount of the returned check plus any bank charges. You will also need to adjust your General Ledger accordingly.

If using A/P and A/R:

A returned check means that the entries that were previously paid are no longer paid. The customer's balance must therefore be increased. Instead of reinstating all the entries previously paid, you can enter the full returned check as a single debit memo, using *Sales* of the Accounts Receivable package. Distribute the full amount to a suspense account.

The next step is to reduce your bank account by the amount of the returned check, plus any bank charges. The deposit (corresponding to the original cash receipt for the check) should have already been made to the bank and should already be recorded in the Bankbook File.

The total charge to your bank account includes the amount of the returned customer check, plus any bank charges. Enter this total charge as a non-A/P check, using *Payables* of the Accounts Payable package. Fill in the fields as follows:

- The type of the entry is a non-A/P check.
- The vendor is the bank.
- The invoice number is a memo field.
- The invoice amount is the amount of the returned customer check, plus any bank charges.
- The check number is a dummy number such as 999998 to indicate a returned check.
- The check date is the date on which the check was returned to you.
- The distribution is to two valid G/L accounts:
    (a) The suspense account (used above in A/R) for the amount of the check; and
    (b) Bank Charges (for the service charge).

When transferred to B/R, this non-A/P check will reduce the bank account balance to account for both the returned check plus any service charge.

If using A/R but not A/P:

A returned check means that the entries that were previously paid are no longer paid. The customer's balance must therefore be increased. Instead of reinstating all the entries previously paid, you can enter the full returned check as a single debit memo, using *Sales* of the Accounts Receivable package. Distribute the full amount to the appropriate cash account.

The next step is to reduce your bank account by the amount of the returned check, plus any bank charges. The deposit (corresponding to the original cash receipt for the check) should have already been made to the bank and should already be recorded in the Bankbook File.

Enter an adjustment, using *Bankbook entries*, for the amount of the returned check plus any bank charges. You will need to make a General Ledger adjustment for the amount of the bank charge.

If using A/P but not A/R:

Make a general journal entry as follows for the amount of the returned check:

DR Accounts receivable
CR Suspense account

This entry is made to show that the customer owes you the amount of the returned check.

The total charge to your bank account includes the amount of the returned customer check, plus any bank charges. Enter this total charge as a non-A/P check, using *Payables* of the Accounts Payable package. Fill in the fields as follows:

- The type of the entry is a non-A/P check.
- The vendor is the bank.
- The invoice number is a memo field.
- The invoice amount is the amount of the returned customer check, plus any bank charges.
- The check number is a dummy number such as 999998 to indicate a returned check.
- The check date is the date on which the check was returned to you.
- The distribution is to two valid G/L accounts:
    (a) The suspense account (used above) for the amount of the check; and
    (b) Bank Charges (for the service charge).

When transferred to B/R, this non-A/P check will reduce the bank account balance to account for both the returned check plus any service charge.

Checks Returned to Vendors

If A/P is not used:

If a check you wrote to a vendor is returned due to insufficient funds, there is also a service (penalty) charge. If this check has not already been entered using *Bankbook entries*, it would be entered as void at this time. If it has already been entered, then change the status of the check to "void". Additionally, you must enter an adjustment, using *Bankbook entries*, for the service charge. Adjust your General Ledger accordingly.

If A/P is used:

Use *Void checks* to void the check. See the A/P manual chapter titled Void Checks for details on how to void checks.

Enter a positive non-A/P check for the amount of the bank charge, with the bank as vendor, and a dummy check number to indicate that it is a returned check charge. You must do this in the Accounts Payable package in order for the bank charge to be properly recorded in G/L.

Chapter 13

Reconcile Statements

Introduction

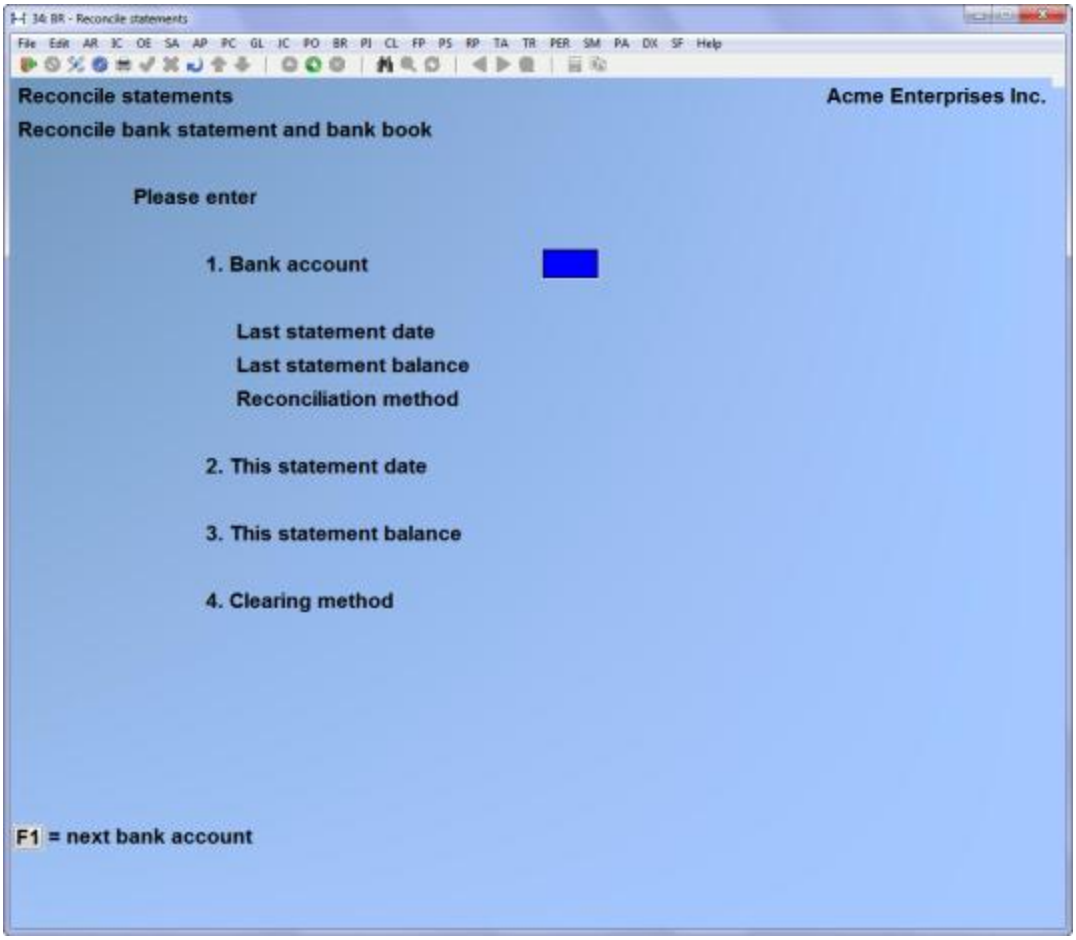
Use this selection to bring together the bankbook and bank statement information and either ensure that they match or make them match. This is the "reconciliation" process - making the bank statement match your bankbook (or vice versa).

Use the appropriate instructions in the chapter titled *Setting Up for a Reconciliation* before you use this selection.

If you are in start-up mode in the Control File, you cannot run this selection. To change from start-up mode, see the chapter titled *Starting Up a Bankbook*.

Select *Reconcile bank and bank book* from the *Reconcile statements* menu.

This is the screen you see:


34: BR - Reconcile statements
File Edit AR IC OE SA AP PC GL JC PO BR PI CL FP PS RP TA TR PER SM PA DX SF Help
Reconcile statements
Acme Enterprises Inc.
Reconcile bank statement and bank book
Please enter
1. Bank account
Last statement date
Last statement balance
Reconciliation method
2. This statement date
3. This statement balance
4. Clearing method
F1 = next bank account

Enter the information as follows:

?1. Bank account

If only one bank account is in the Bank Accounts File, that account number automatically displays. Otherwise, enter the number of the bank account, or use the option:

Option: **[F1]** to scan through the bank accounts on file

The last statement date, last statement balance, and reconciliation method display for the bank account.

2. This statement date

(If only one bank account is on file, this is field number 1.)

Enter the date of the bank statement. If a reconciliation is already in progress, the date of the bank statement being reconciled is displayed and cannot be changed.

Format: MMDDYY

3. This statement balance

(If only one bank account is on file, this is field number 2.)

Enter the bank statement balance. If a reconciliation is already in progress, the statement balance is automatically displayed.

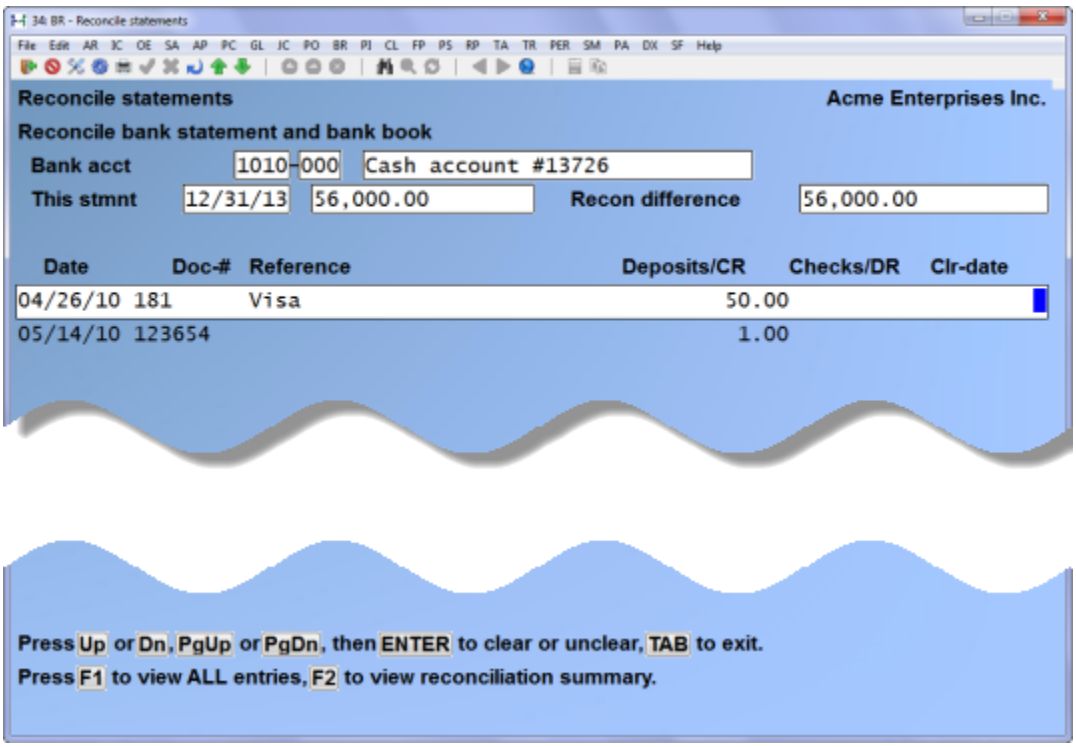
Format: 9,999,999,999.99-

4. Clear in date or check number order ?

(If only one bank account is on file, this is field number 3.)

Options: Type **D** to display entries for clearing in date order
Type **C** to clear them in order by check number
Type M for manual entry of check/document numbers

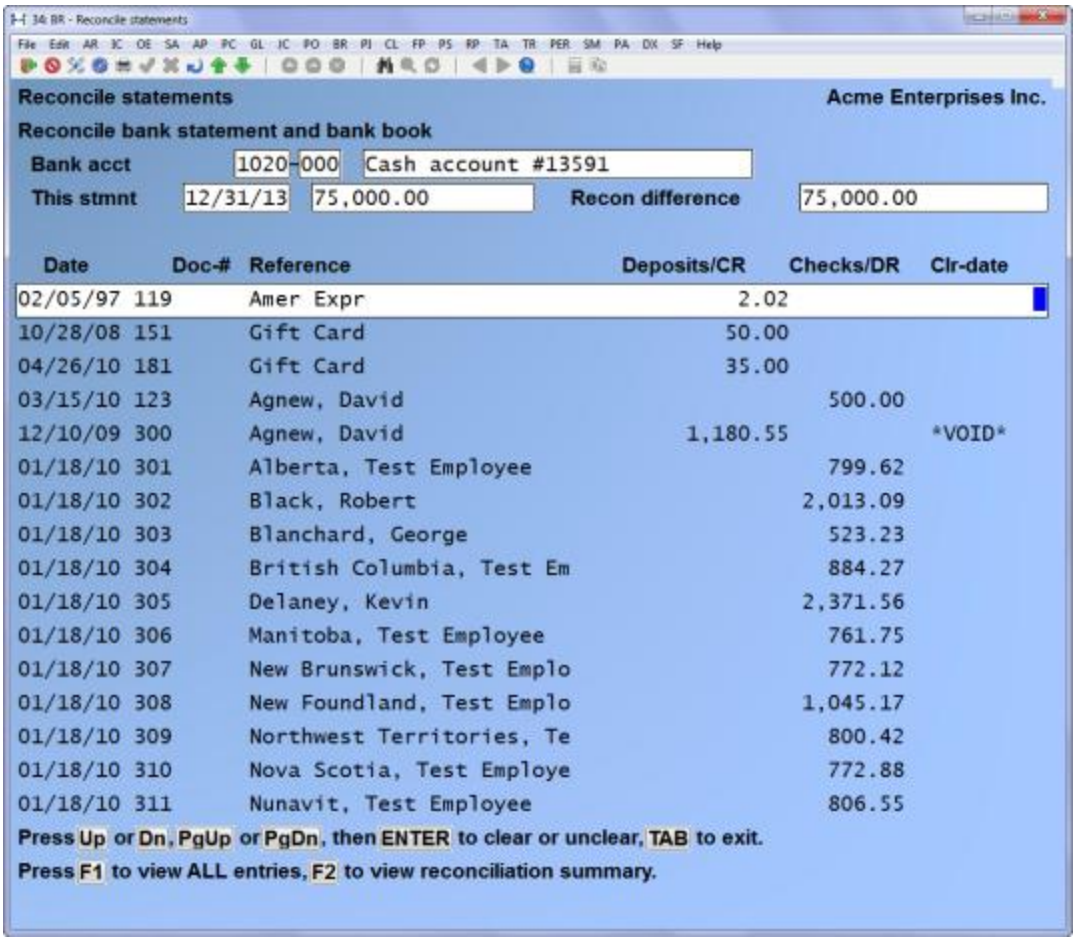
When selecting manual clearing method a window will appear for you to enter the check/document number. If the document is valid you can then enter in a new clear date, and press [Enter] to clear/un-clear.


34: BR - Reconcile statements
File Edit AR IC OE SA AP PC GL JC PO BR PI CL FP PS RP TA TR PER SM PA DX SF Help
Reconcile statements
Acme Enterprises Inc.
Reconcile bank statement and bank book
Bank acct 1010-000 Cash account #13726
This stmnt 12/31/13 56,000.00 Recon difference 56,000.00
Date Doc-# Reference Deposits/CR Checks/DR Clr-date
04/26/10 181 Visa 50.00
05/14/10 123654 1.00
Press Up or Dn, PgUp or PgDn, then ENTER to clear or unclear, TAB to exit.
Press F1 to view ALL entries, F2 to view reconciliation summary.

If a reconciliation is already in progress, the number of entries already cleared, the dollar amount cleared, and the reconciliation difference, all for the current reconciliation, are displayed at the bottom of the screen.

The reconciliation difference is the difference between the current and last bank statement balances, minus the dollar amount cleared. The reconciliation difference will equal zero when the bank statement is fully reconciled.

On the next screen, you see:


34: BR - Reconcile statements
File Edit AR IC OE SA AP PC GL JC PO BR PI CL FP PS RP TA TR PER SM PA DX SF Help
Reconcile statements
Acme Enterprises Inc.
Reconcile bank statement and bank book
Bank acct 1020-000 Cash account #13591
This stmnt 12/31/13 75,000.00 Recon difference 75,000.00
Date Doc-# Reference Deposits/CR Checks/DR Clr-date
02/05/97 119 Amer Expr 2.02
10/28/08 151 Gift Card 50.00
04/26/10 181 Gift Card 35.00
03/15/10 123 Agnew, David 500.00
12/10/09 300 Agnew, David 1,180.55 *VOID*
01/18/10 301 Alberta, Test Employee 799.62
01/18/10 302 Black, Robert 2,013.09
01/18/10 303 Blanchard, George 523.23
01/18/10 304 British Columbia, Test Em 884.27
01/18/10 305 Delaney, Kevin 2,371.56
01/18/10 306 Manitoba, Test Employee 761.75
01/18/10 307 New Brunswick, Test Emplo 772.12
01/18/10 308 New Foundland, Test Emplo 1,045.17
01/18/10 309 Northwest Territories, Te 800.42
01/18/10 310 Nova Scotia, Test Employe 772.88
01/18/10 311 Nunavit, Test Employee 806.55
Press Up or Dn, PgUp or PgDn, then ENTER to clear or unclear, TAB to exit.
Press F1 to view ALL entries, F2 to view reconciliation summary.

On this screen, you can mark entries as cleared or not cleared.

All entries for the bank account are displayed that either have not yet been cleared or have a clear date equal to "This statement date" (above).

Move to the last entry on the screen by pressing the [**PgUp**] key. When you are at the last entry on the screen, use the [**PgDn**] key to get the next screen of entries.

Move to the first entry on the screen by pressing the [**PgUp**] key. When you are at the first entry on the screen, use the [**PgDn**] key to get the previous screen of entries.

If an entry has been cleared, a date will display in the "CLR-DATE" (clear date) column. To unclear it, press [**Enter**] and the date will be cleared from the screen.

To clear an entry, press [**Enter**]. The "This statement date" (above) will display for the clear date.

Before a stop-payment check can be cleared, its status must be changed to "un-cleared" in *Bankbook entries*.

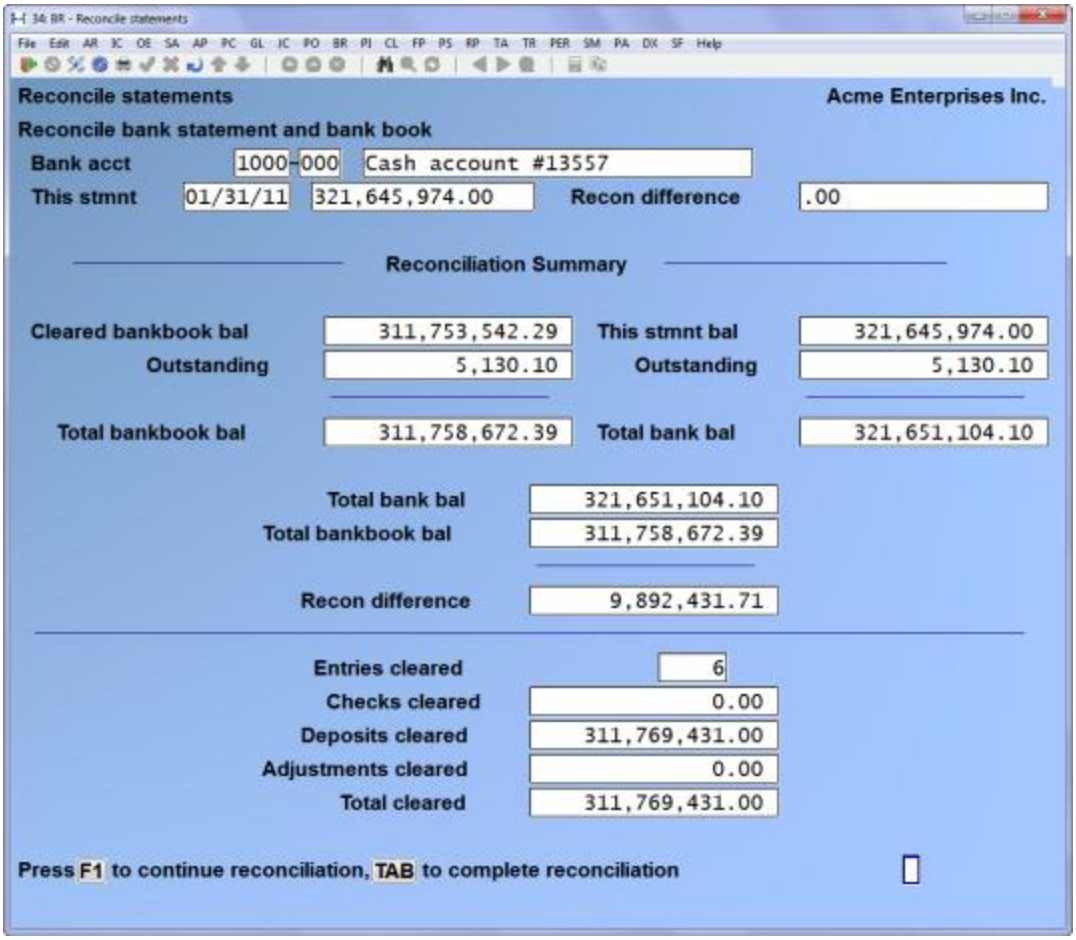
A void check cannot be un-cleared. A balance forward entry cannot be un-cleared. As you clear and unclear entries, the reconciliation difference is recalculated and displayed at the top of the screen. When the statement is fully reconciled, this amount should equal zero.

Press [**F1**] to show only current entries for this bank account. Press [**F1**] again to go back to showing all entries for this bank account, no matter what their clear dates.

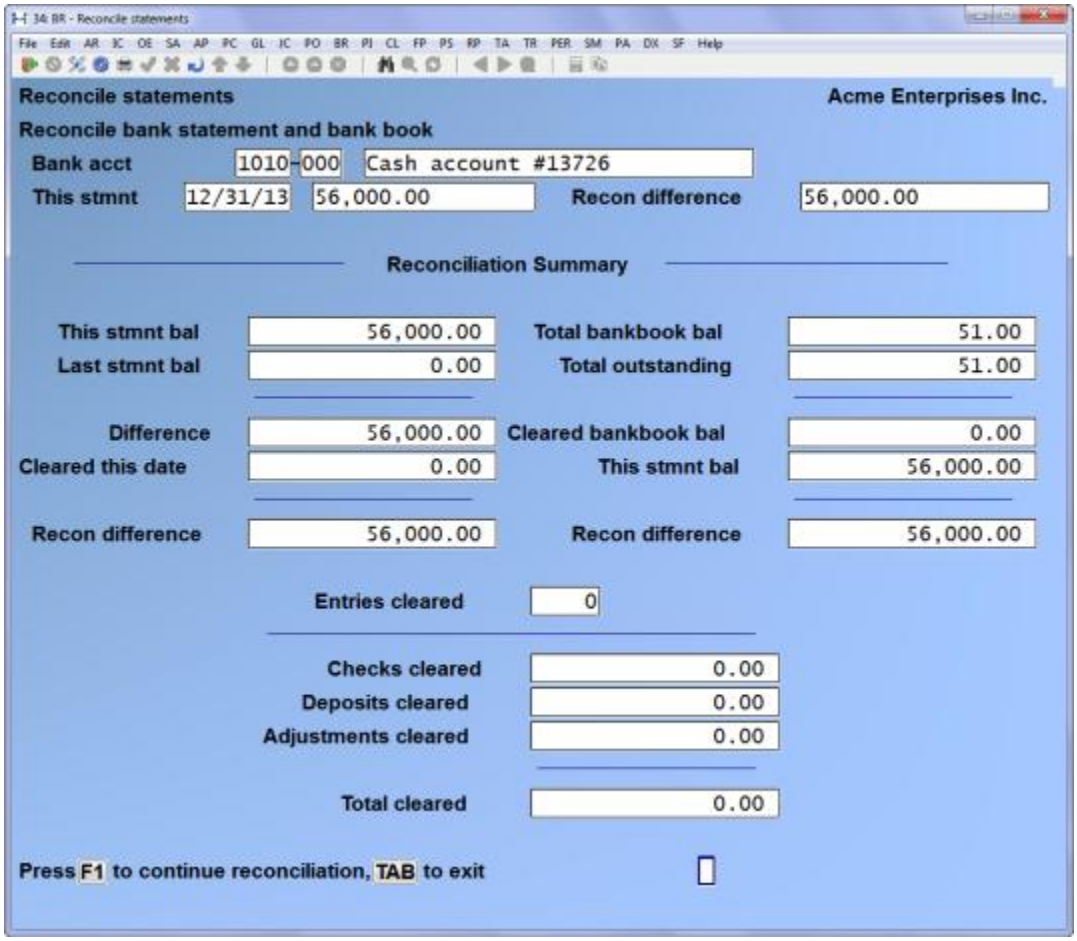
When you are through clearing and un-clearing entries, either press [**Esc**] to end off without completing the reconciliation, or press [**F2**] to view the reconciliation summary. (You must view the reconciliation summary before you can complete the reconciliation.)

The summary screen appears as follows if the reconciliation method for this account is "book-to-bank" (the bankbook is being brought into agreement with the bank statement).

You see:


34 BR - Reconcile statements
File Edit AR IC OE SA AP PC GL JC PO BR PI CL FP PS RP TA TR PER SM PA DX SF Help
Reconcile statements
Acme Enterprises Inc.
Reconcile bank statement and bank book
Bank acct 1000-000 Cash account #13557
This stmnt 01/31/11 321,645,974.00 Recon difference .00
Reconciliation Summary
Cleared bankbook bal 311,753,542.29 This stmnt bal 321,645,974.00
Outstanding 5,130.10 Outstanding 5,130.10
Total bankbook bal 311,758,672.39 Total bank bal 321,651,104.10
Total bank bal 321,651,104.10
Total bankbook bal 311,758,672.39
Recon difference 9,892,431.71
Entries cleared 6
Checks cleared 0.00
Deposits cleared 311,769,431.00
Adjustments cleared 0.00
Total cleared 311,769,431.00
Press F1 to continue reconciliation, TAB to complete reconciliation

If the reconciliation method is "bank-to-book" (the bank statement is being brought into agreement with the bankbook), the summary screen appears as:


Reconcile statements
Acme Enterprises Inc.
Reconcile bank statement and bank book
Bank acct 1010-000 Cash account #13726
This stmnt 12/31/13 56,000.00 Recon difference 56,000.00
Reconciliation Summary
This stmnt bal 56,000.00 Total bankbook bal 51.00
Last stmnt bal 0.00 Total outstanding 51.00
Difference 56,000.00 Cleared bankbook bal 0.00
Cleared this date 0.00 This stmnt bal 56,000.00
Recon difference 56,000.00 Recon difference 56,000.00
Entries cleared 0
Checks cleared 0.00
Deposits cleared 0.00
Adjustments cleared 0.00
Total cleared 0.00
Press F1 to continue reconciliation, TAB to exit

Press [**F1**] to continue clearing entries.

If the reconciliation difference is not zero, press [**Tab**] to end off. If the reconciliation difference is zero (and at least one entry has been cleared), press [**Tab**] to complete the reconciliation.

Chapter 14

Reports

Introduction

Select *Bank account reports* from the B/R menu, then select a report from the menu which appears.

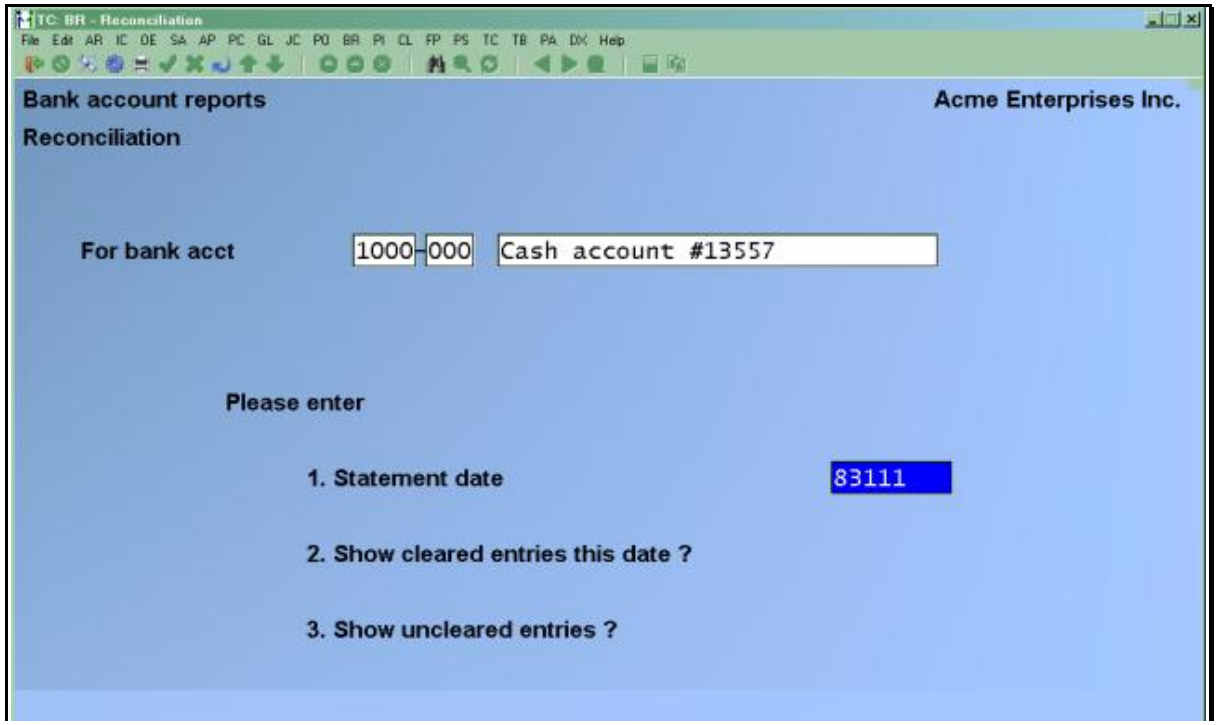
Reconciliation Report

Select *Reconciliation* from the *Bank account reports* menu.

A screen appears for you to enter the bank account for which you want to print the report. (If only one bank account is on file, this screen does not appear.) You can also use the option:

Option: **[F1]** to scan through the bank accounts on file

This is the screen you see:


TC: BR - Reconciliation
File Edit AR IC OE SA AP PC GL JC PO BR PI CL FP PS TC TB PA DX Help
Bank account reports
Acme Enterprises Inc.
Reconciliation
For bank acct
1000-000
Cash account #13557
Please enter
1. Statement date
83111
2. Show cleared entries this date ?
3. Show uncleared entries ?

This report is designed to help you with a reconciliation that is in progress. Further to a client request, the Reports » Reconciliation function now prints a grand total. Before this a summary sheet was generated only if the account was being reconciled. You can print previous reconciliations, as well as cleared and un-cleared entries.

Enter the information as follows:

1. Statement date

Enter the date of the bank statement. You can press [**Enter**] to default to the date of the current statement if a reconciliation is in progress; otherwise, [**Enter**] defaults to the date of the last statement that has been reconciled.

Format: MMDDYY

2. Show cleared entries this date ?

Answer **Y** if you want to show entries that have already been cleared on the reconciliation date; otherwise, answer **N**.

3. Show uncleared entries ?

Answer **Y** if you want to show un-cleared entries; otherwise, answer **N**.

Cut-off date

If you selected to show un-cleared entries, enter the cut-off date. All un-cleared entries having dates on or before this date will be shown on the report. You can press [**Enter**] to default to the reconciliation date.

Format: MMDDYY

The Reconciliation Report normally has two parts:

1. The list of bankbook entries.

2. If a reconciliation is currently in progress, the reconciliation summary shows the same information as is shown on the reconciliation summary screen of *Reconcile statements*.

A sample Reconciliation Report is shown at the end of this chapter.

Bankbook Report

Select *Bankbook* from the *Bank account reports* menu.

This report shows bankbook entries in order by date, along with a running balance.

A screen appears for you to enter the bank account for which you want to print the report. You can also use the option:

Option: [**F1**] to scan through the bank accounts on file

A screen appears for you to enter the following information:

1. Starting date
2. Ending date

Enter the range of dates to show on the report. Follow the screen instructions.

Format: MMDDYY in each field

A sample Bankbook Report is shown at the end of this chapter.

The "Starting balance" is the balance of all entries before the starting date.

Account Activity Report

Select *Account activity* from the *Bank account reports* menu.

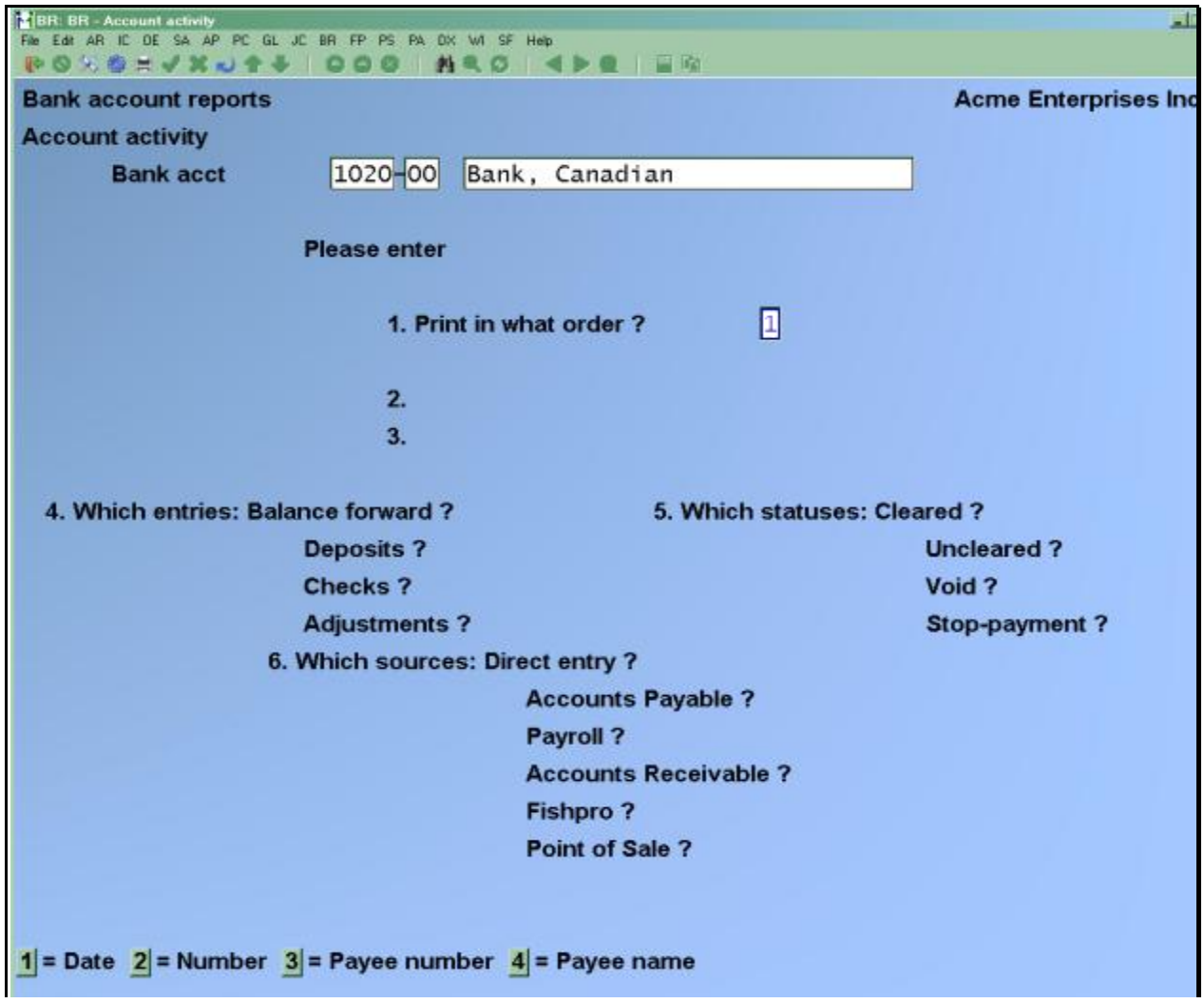
This report shows bankbook activity in several different ways. You can look at just about any cross-section of entries you have in your bank account.

For example, you could print a list of checks written to a specific payee and a list of which of those checks have cleared. Or you could print a report showing which entries originated from A/P, Payroll, or A/R, or which entries you entered directly in B/R.

Enter the bank account for which to print the activity report or use the option:

Option: [F1] to scan through the bank accounts on file

This is the screen you see:



Enter the information as follows:

1. Print in what order ?

Enter one of the following (or press [**Enter**] for date order):

1 Date
2 Document number
3 Payee number
4 Payee name

2. Starting
3. Ending
Enter the range of values to show on the report. The field names (and values to enter) depend on what order has been entered above, as follows:

Date	Starting/Ending date
Document number	Starting/Ending document #
Payee number	Starting/Ending payee #
Payee name	Starting/Ending payee name

4. Which entries:

Press [**Enter**] at each type of entry you want to show on the report and answer **N** at those types you don't want to show, or use the option:

Option: [**F1**] to show "All" types of entries

5. Which statuses:

Press [**Enter**] at each status you want to show and answer **N** at those types you don't want to show, or use the option:

Option: [**F1**] To show "All" statuses

6. Which sources:

Press [**Enter**] at each source you want to show and answer **N** at those sources you don't want to show. "(Not applicable)" displays for each package you are not using. You can also use this option if any packages are interfaced:

Option: [**F1**] to show "All" sources

The entries shown for each source are:

Direct Entry: Shows entries entered directly into the Bank Reconciliation package.

Accounts Payable: Shows checks transferred from A/P.

Payroll: Shows checks transferred from Payroll.

Accounts Receivable: Shows deposits transferred from A/R.

FishPro: Shows checks transferred from FishPro.

Point of Sale: Shows deposits transferred from Point of Sale.

7. For a single payee ?

This question appears only if you selected to print in date order or document number order, and you have selected to show checks. If neither A/P, FishPro nor Payroll is being used, just enter **Y** or **N**; otherwise, select one of the following:

N No (don't show checks for a single payee)
V A/P Vendor (show checks from A/P for a single vendor)
E PR Employee (show checks from Payroll for a single employee)
D Direct Entry (show checks entered directly into the Bank Reconciliation package for a single payee)

If you are not using A/P, you cannot select a single vendor. If you are not using Canadian Payroll, you cannot select a single employee.

If you enter **V**, enter the vendor number (you can enter a vendor that is not on file), or use one of the options:

Options: [**F1**] to scan through vendors on file

[**Enter**] Leave the vendor number blank to look up the vendor by name

If you enter **E**, you can select a single employee in the same way.

If you enter **D** or **V**, enter the payee number or use the option to look up the payee by name. Checks having a payee number matching the number you entered, or having a payee name matching the portion you entered, will be shown.

Format: 1 character

Chapter 15

Compress Cleared Entries

Introduction

Use this selection to compress cleared entries.

The only time entries can actually be removed ("purged") from the Bankbook File is when you are in start-up mode, per the Control File.

During regular use, you can remove cleared entries using this selection.

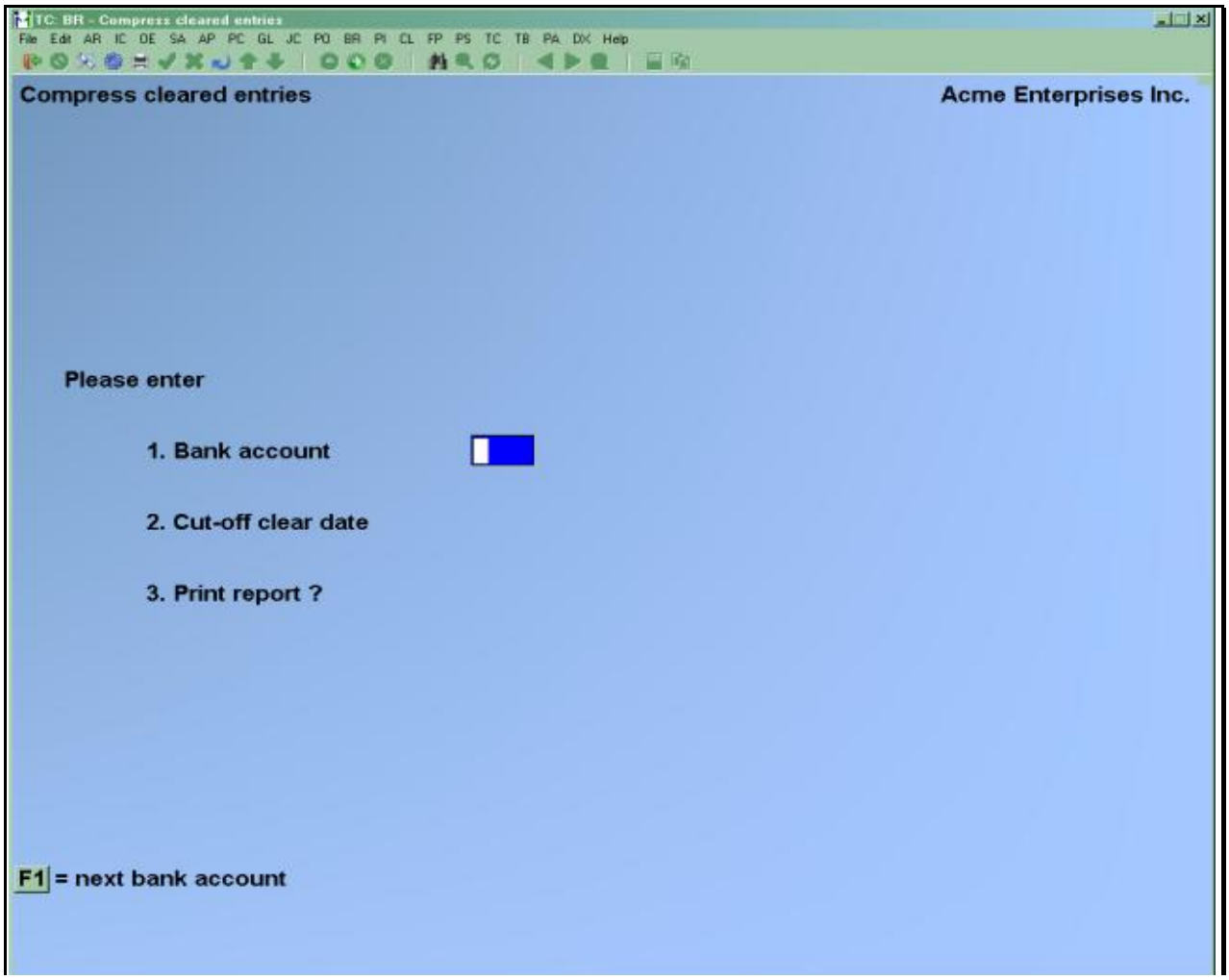
When compression is done, all cleared entries in one unbroken sequence are added together and made into one "balance forward" entry and then the original entries are deleted. Compression is a way of reducing the number of entries in the Bankbook File.

If you are in start-up mode per the Control File, you will not be able to run this selection. To get out of start-up mode, see the chapter titled Starting Up a Bankbook.

To Begin

Select *Compress cleared entries* from the B/R menu.

This is the screen you see:


TC: BR - Compress cleared entries
File Edit AR IC OE SA AP PC GL JC PO BR PI CL FP PS TC TB PA DX Help
Compress cleared entries
Acme Enterprises Inc.
Please enter
1. Bank account
2. Cut-off clear date
3. Print report ?
F1 = next bank account

Enter the information as follows:

1. Bank account

Enter the bank account or use the option:

Option: [F1] to scan through the bank accounts on file

2. Cut-off clear date

Enter the cut-off date. Entries with clear dates on or before this date will be compressed.

You cannot compress entries that are part of an active reconciliation. If a reconciliation is in progress, you see a message telling you this, with the date of the current bank statement. You cannot enter a cut-off date on or later than this date.

Format: MMDDYY

3. Print report ?

Answer **Y** if you want to print a Compress Cleared Entries Report as the entries are being compressed; otherwise, press [**Enter**].

This is your last opportunity to print bankbook entries as they currently exist. After the compression, the detail will be lost and the compressed entries will exist in summary (balance forward) form only.

The program now looks through all entries in the bank account, compressing cleared entries with clear dates on or before the cut-off date into balance forward entries. In order to be compressed, entries must be in an unbroken sequence (at least two entries). Entries are compressed up to the point where the sequence is broken (an un-cleared entry or an entry with a clear date after the cut-off date is encountered).

The cleared entries in that sequence are then deleted and a balance forward entry is created. The date of the balance forward record is the date of the last cleared entry in that sequence. The total of the balance forward entry is the sum of the cleared sequence.

The next unbroken sequence of cleared entries is then found and compressed into another balance forward entry.

If a void entry occurs in the middle of a sequence (group) of cleared entries that are being compressed, the void entry is deleted. Any void entry dated on or before the date of the last bank statement is also deleted.

The Compress Cleared Entries Report prints as entries are being compressed.

A sample Compress Cleared Entries Report is included at the end of this chapter.

Chapter 16

Close Bank Account

Introduction

Use this selection to purge from the files a bank account which you have closed.

A bank account may be closed under these conditions:

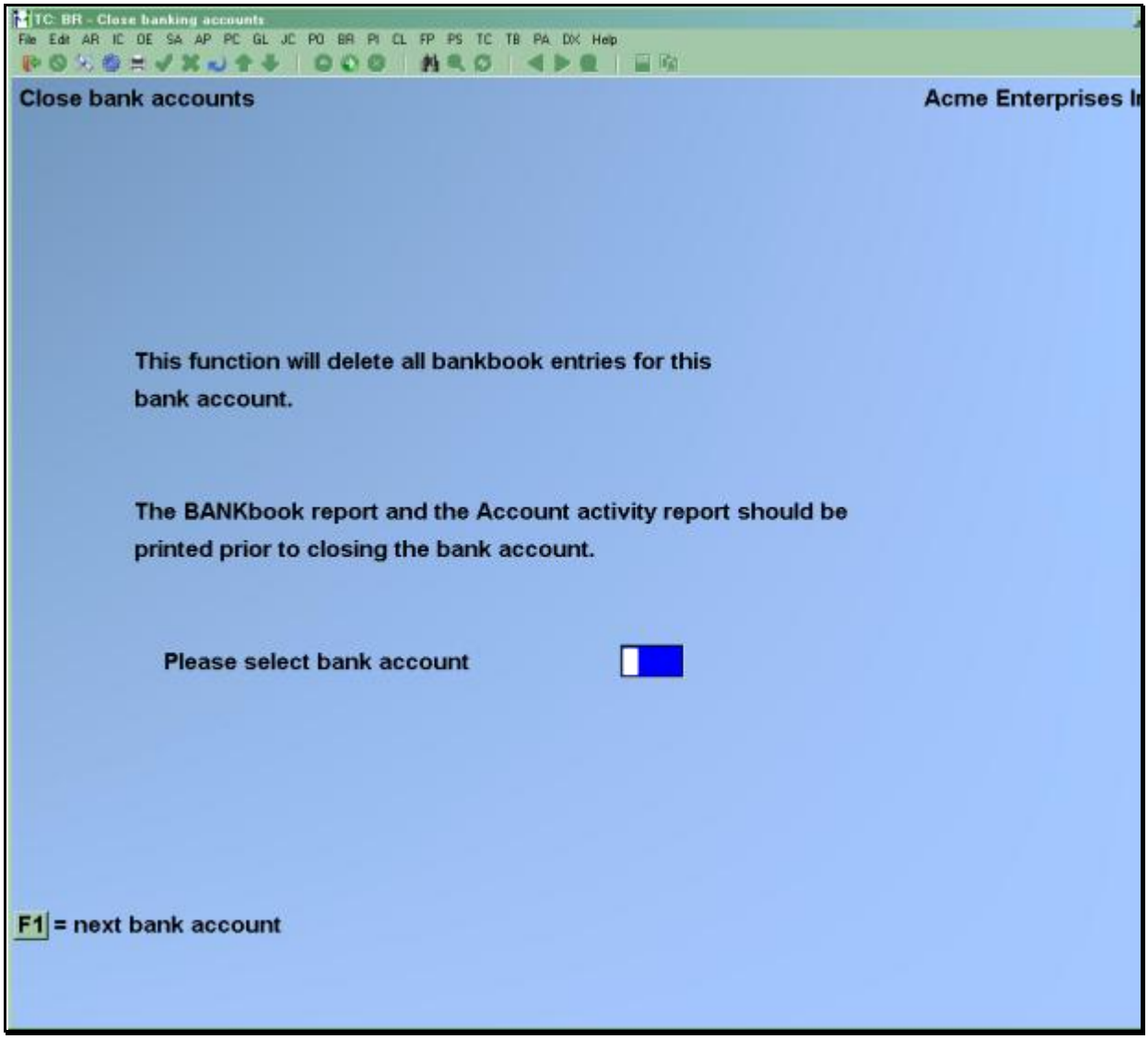
1. No reconciliation is in progress.
2. The current bankbook balance and last statement balance are both zero.
3. All entries on file for the account are either cleared, void, or "stop payment".
4. The sum of the non-void entries on file is zero.
5. There are no un-transferred checks or deposits in A/P, Payroll, FishPro, or A/R.
6. There are no "modify" transactions on file in A/P (to pay a check manually).
7. There are no un-posted manual Payroll adjustment entries.

NOTE: Before closing a bank account, you should print the Bankbook Report and Account Activity Report to get final printed versions of information regarding the bankbook before all traces of it are purged.

To Begin

Select *Close bank accounts* from the 2nd page of the B/R menu.

This is the screen you see:


TC: BR - Close banking accounts
File Edit AR IC OE SA AP PC GL JC PO BR PI CL FP PS TC TB PA DX Help
Close bank accounts
Acme Enterprises I
This function will delete all bankbook entries for this
bank account.
The BANKbook report and the Account activity report should be
printed prior to closing the bank account.
Please select bank account
F1 = next bank account

Enter the information as follows:

? Please select bank account

Enter the bank account to close.

Option: [**F1**] to scan through the bank accounts on file

To purge this bank account from the files, answer **Y** to "Are you sure ?". If all of the conditions for closing a bank account are met, as described at the beginning of this chapter, then the bank account is purged from the files.

Chapter 17

Reset Bank Accounts

Introduction

The purpose of this selection is to allow you to reset the bankbook balance, last statement date, and last statement amount.

You will probably never need to use this selection. However, if the Bank Accounts File is inadvertently destroyed (for example, initialized by mistake), you will need to use this selection to reset the above information, which is stored in that file.

Follow this sequence to reset bank accounts:

1. Using *Control information*, put B/R in "start-up" mode.

2. If a reconciliation was in progress for a bank account you plan to reset, set each
bankbook entry already marked as "cleared" (for this reconciliation only) back to "uncleared" status. Use *Bankbook entries* to do this.

3. Obtain your last bank statement for each bankbook and note down the statement date and the balance.

(If you have not yet used B/R to reconcile a bankbook, the last statement date and balance would be the ones which were displayed by the software after you ran *Set-up: set last balance*.)

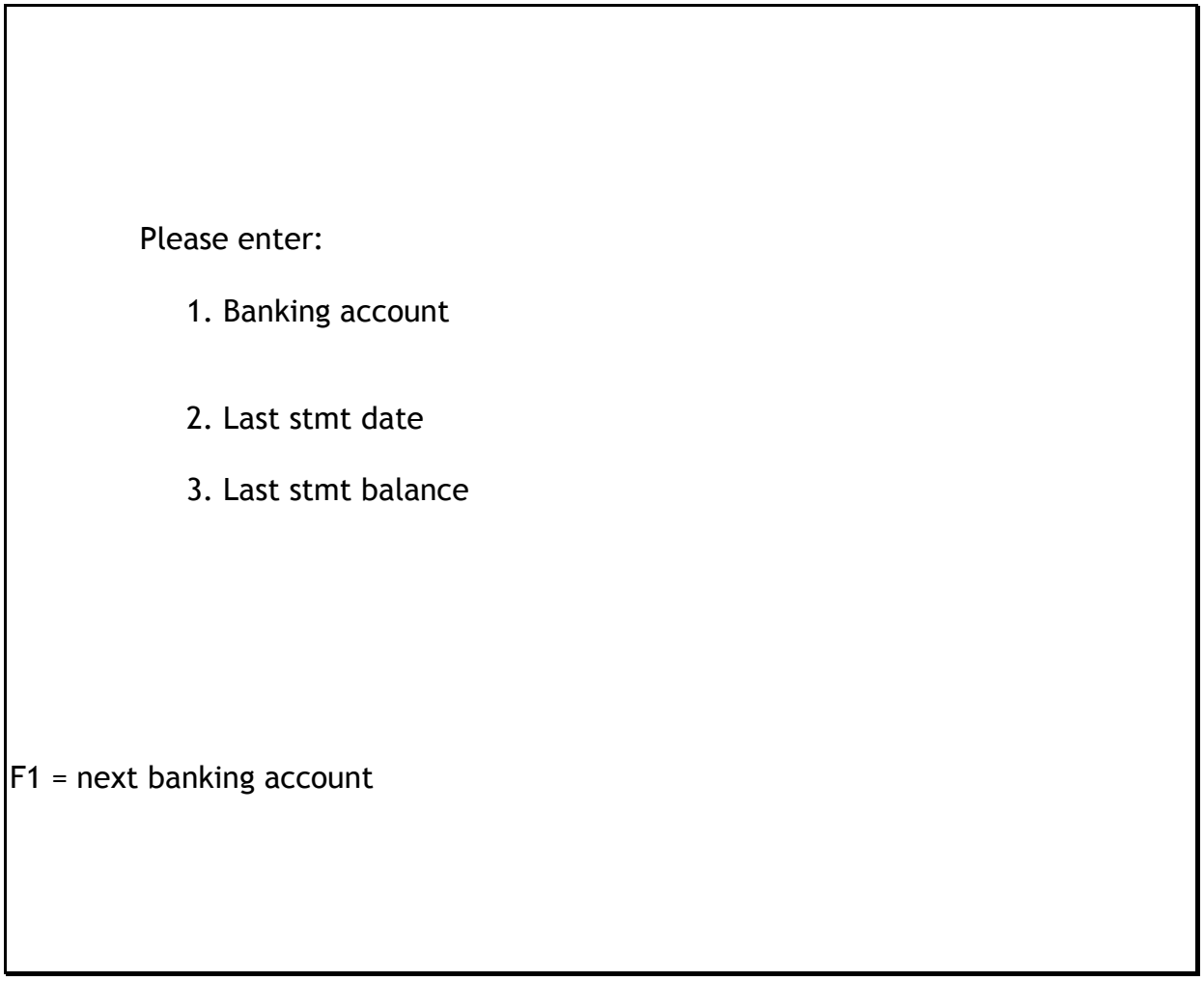
4. Use *Reset bank accounts* to reset each bank account, by entering the bank account, last statement date, and last statement balance for each.

5. When you exit from *Reset bank accounts*, you will be asked if it is OK to return to regular use of B/R. Answer **Y** and B/R will return to "regular use" mode.

To Begin

Select *Reset bank accounts* from the B/R menu.

This is the screen you see:



Enter the information as follows:

? 1. Bank account

Enter the bank account to reset or use the option:

Option: [**F1**] to scan through the bank accounts on file

2. Last stmt date

Enter the date of the last statement reconciled for this bank account.

Format: MMDDYY

3. Last stmt balance

Enter the balance of the last statement reconciled for this bank account.

Format: 999,999,999,999.99

When you press [**Enter**] at "Field number to change ?", the bank account will be reset. After a period of processing, the software will indicate that the reset is complete. Press [**Tab**], and you will be returned to the screen shown above to enter the information for another bank account to reset.

To exit, press [**Tab**] at field 1. You are asked if it is OK to return to regular use of B/R. Answer **Y** and B/R will return to "regular use" mode.

Building business and technology relationships.

Chapter 18

Data Integrity Check

Introduction

This selection verifies the accuracy of the information in your files.

You should be sure that no one else is using your software when you run this check, so that the results will be valid.

While transactions are being processed, their amounts are added together and the totals are saved. These totals represent the "calculated" balance of the information that should be in the data files.

When *Data integrity check* is run, the "actual" amount of information in the data files is totalled, and the "actual" and "calculated" amounts are compared on a data integrity report.

The "actual" and "calculated" amounts should always be equal. A difference between the two indicates that an unexpected error has occurred.

Such errors could include:

- Hardware failures
- Turning off or rebooting the machine while processing is still going on. (Never do this intentionally.)
- Power surges due to electrical storms or other causes.

Because this report shows differences between the actual and calculated amounts, you can locate errors by referring to edit lists and registers run since the data integrity check was last run.

If a difference is noted between the actual and calculated amounts, you will be asked if you want to reset the calculated amount to match the actual amount. If you answer

Y, the calculated amount will then be set equal to the actual amount. This does not mean the problem is fixed, only that the amounts are now equal.

To Begin

Select *Data integrity check* from page 2 of the B/R menu.

A sample of this report follows at the end of this chapter.

If any of the calculated values do not match the actual, you see a message saying so and are asked if you want to reset the calculated values.

Appendix "A"

Initializing Data Files

Introduction

"Initialize" means to create a new data file. When you initialize a data file which already exists, any information in it is completely erased, and the file is newly created.

This function allows you to initialize one or more data files. You probably won't need to initialize data files very often, if ever. But this function is included just in case.

If you suspect you have a "corrupted" (fouled up) data file, don't initialize it without first checking with your supplier and attempting other recovery actions (see the appendix titled *File Utilities* at the end of this manual for information on rebuilding corrupted data files).

CAUTION

DON'T USE THIS FUNCTION UNLESS YOU REALLY WANT TO INITIALIZE A DATA FILE. ANY DATA FILE INITIALIZED WILL HAVE ITS INFORMATION COMPLETELY ERASED.

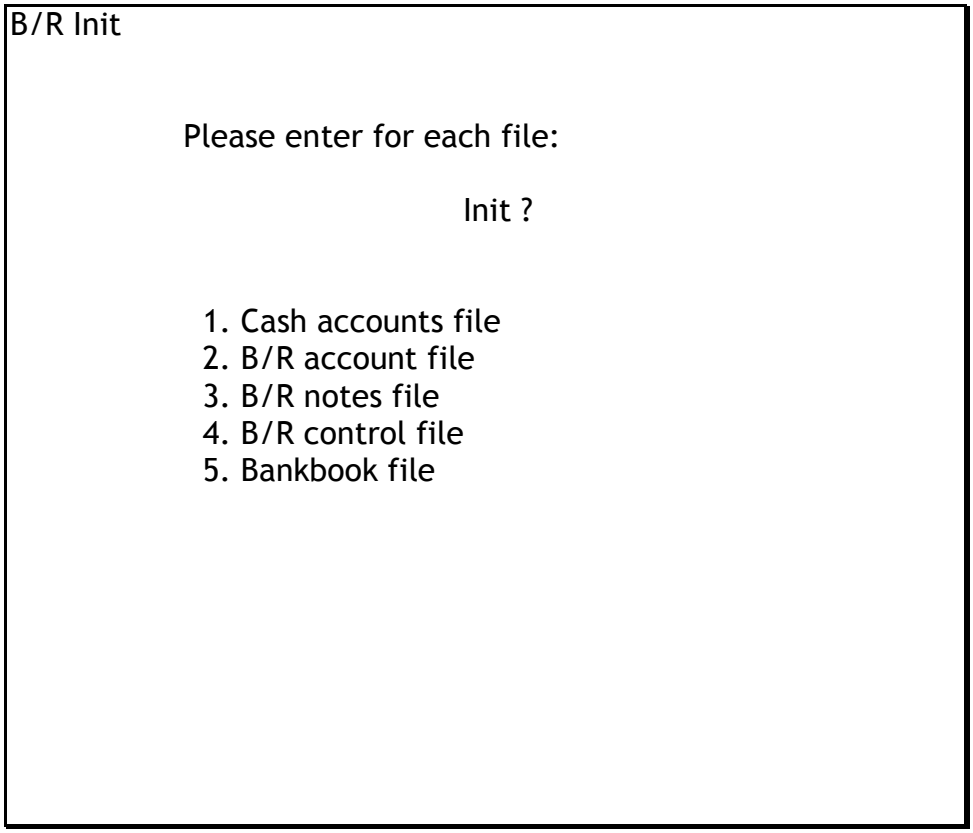
To Begin

Log into your Samco top-level directory and type **BRINIT**.

NOTE: If you are running under Xenix/Unix/HPUX/AIX or a similar operating system and are logged on as root / super user, replace the above command with **./BRINIT**

Enter the company ID you wish to initialize Bank Reconciliation data files for.

You will then see a screen similar to this:



Answer **Y** for each file you want to initialize, **N** to not initialize a file.

A brief description of each data file is shown below:

Cash Accounts file
This file contains all the G/L accounts which you have designated as cash accounts in *Cash accounts*. It is shared by the A/R and A/P packages.

B/R Account file
This file contains the bank accounts maintained in Bank Reconciliation.

B/R Notes file
This file contains the notes you entered for your bank accounts.

B/R Control file
Contained within this file are parameters that define your bank reconciliation structure.

Bankbook file
This file includes all bankbook items, including checks, deposits, adjustments, and balance forward entries.

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Appendix "B"

File Utilities

Introduction

This function will allow you to:

- "Recover" the data files that have become corrupted (fouled up).
- Recover disk space by rebuilding data files with purged or deleted records that are still taking up space.
- Export your data into a format that can be used by many popular spreadsheet, word processing and data base programs.

Corrupted data files

Data file corruption does not occur very often, but you do need to be aware of it just in case one of your data files does become corrupted. This can occur for only a handful of reasons. The most common being:

1. The power to your computer gets turned off when you are using your Samco applications.
2. Your hard disk has developed a defect.

Corrupted data files can't be used reliably afterward, and any attempt to use them causes unusual error messages and you are removed from running the Samco applications.

If this occurs, or if you begin to get unusual results while using your software and suspect that there may be a corrupted data file, you should get technical support.

Your supplier or an independent professional may be able to provide this support. If not, contact Samco Software Inc.'s support department directly (there will be a fee).

Handling

Data file corruption does not mean that all of the data in the file is no longer usable. Usually, just a few of the records in the file have become corrupted.

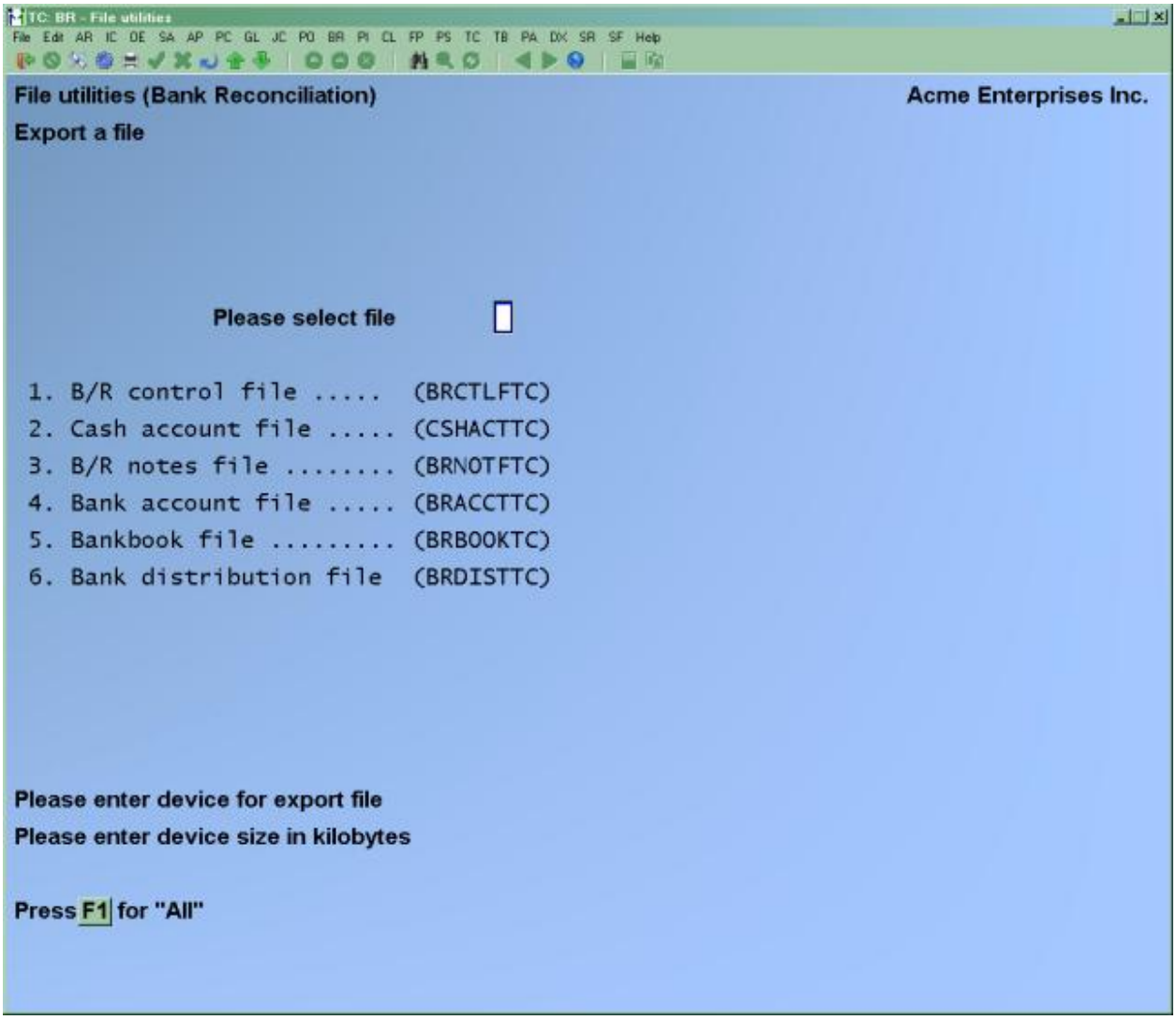
In *File utilities*, the function *Rebuild a file* will take out the good records in the data file, place these in a temporary file, and then replace the old file with the good records. In addition to this, any deleted or purged records which are taking up disk space will also be permanently removed and the file compressed to its physical size.

To Begin

Select *File utilities* from the second page of the B/R main menu.

Export a file

This function is used to export data files from the internal format to a "flat" ASCII file. The data file(s) is read in and an output file is created in the Samco root directory with the name "**xxxxxxnn.EXP**". Where '**xxxxxx**' is the file name, and where '**nn**' is the company number the file came from. (If you are running under Unix you will also have the option of appending a drive designation to the front of the file.) To begin, select *Export a file* from the *File utilities* sub-menu. A screen similar to the one below will appear:


TC: BR - File utilities
File Edit AR IC OE SA AP PC GL JC PO BR PI CL FP PS TC TB PA DX SR SF Help
File utilities (Bank Reconciliation)
Acme Enterprises Inc.
Export a file
Please select file
1. B/R control file ..... (BRCTLFTC)
2. Cash account file ..... (CSHACTTC)
3. B/R notes file ..... (BRNOTFTC)
4. Bank account file ..... (BRACCTTC)
5. Bankbook file ..... (BRBOOKTC)
6. Bank distribution file (BRDISTTC)
Please enter device for export file
Please enter device size in kilobytes
Press F1 for "All"

Enter the following data:

Please select file

Enter the number, from the list provided, of the file to be converted to ASCII format, or use one of the options:

Options: **[F1]** To export "All" files.

[F2] To view additional files available for converting.

Please enter device for converted file

Enter the drive letter of the device that the ASCII version of the data file will be written to, or use the option:

Option: **[F1]** If you either (a) do not want to append a drive letter prefix to the file name (Unix only), or (b) want the file created on your hard

drive.

For UNIX/XENIX users

The drive letter entered here will be attached to the front of the file name. The letter **A** is recommended for consistency. The ASCII backup file name in the Samco root directory will read **A:xxxxxxnn.EXP**.

Alternatively, if you do not want to add a drive letter, press [**F1**] for "none".

Please enter the device size in kilobytes

Enter the size of the disk the ASCII files are to be written to.

The following table shows some of the more common device sizes in kilobytes:

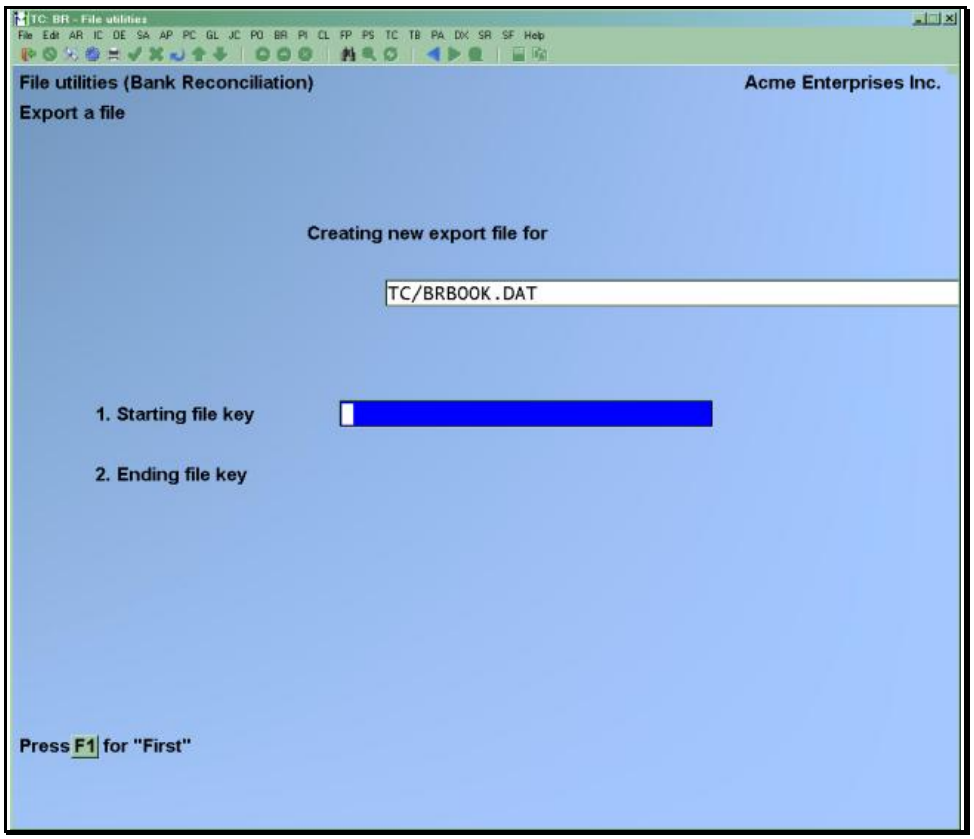
[**F1**]	Unlimited, Hard disk drive

If you enter a specific device size, once the disk is filled you will then be asked for another diskette. This process will be repeated until all the data is written to the disk.

The screen will then prompt you "Any change ?". Enter **Y** and all the entries that you have made will be cleared and you will be returned to the "Please select file" prompt. Press [**Enter**] to accept the default of **N**.

NOTE: If you choose to convert "All" files, the screen will move immediately into displaying the file and record being backed up. It skips past the "(C) CREATE NEW CONVERTED FILE OR (A) ADD RECORDS TO EXISTING CONVERTED FILE", "STARTING FILE KEY", and "ENDING FILE KEY" prompts

The following screen will be displayed only if you did not select "All" files at the "Please select file" prompt:


TC: BR - File utilities
File Edit AR IC OE SA AP PC GL JC PO BR PI CL FP PS TC TB PA DX SR SF Help
File utilities (Bank Reconciliation)
Acme Enterprises Inc.
Export a file
Creating new export file for
TC/BRBOOK.DAT
1. Starting file key
2. Ending file key
Press F1 for "First"

Enter the following data:

1. **Starting file key**
2. **Ending file key**

Enter the starting and ending file keys for the data file selected for conversion, or press [**F1**] for "First" and "Last". Up to 37 alphanumeric characters may be entered. Unless you know the exact key for the records in the data file it is recommended that you press [**F1**].

When you have completed all entries the following prompt will appear:

(C) create new export file or (A) add records to existing export file

Enter **C** to create a new export file and over-write any pre-existing ASCII export for this data file, or enter **A** to add the records selected for conversion to any pre-existing ASCII export file on the device specified.

After selecting which type of file to create, the screen then clears and the ASCII file name is displayed along with a counter of the number of records exported.

If you had selected "All" at the "Please select file", it is assumed that you wish to create a new converted file. After the "Any change ?" prompt, the screen clears and the ASCII file name is displayed along with a counter of the number of records exported for all files.

The *Export a file* menu reappears after the file, or files, selected have been exported so that you may choose another file.

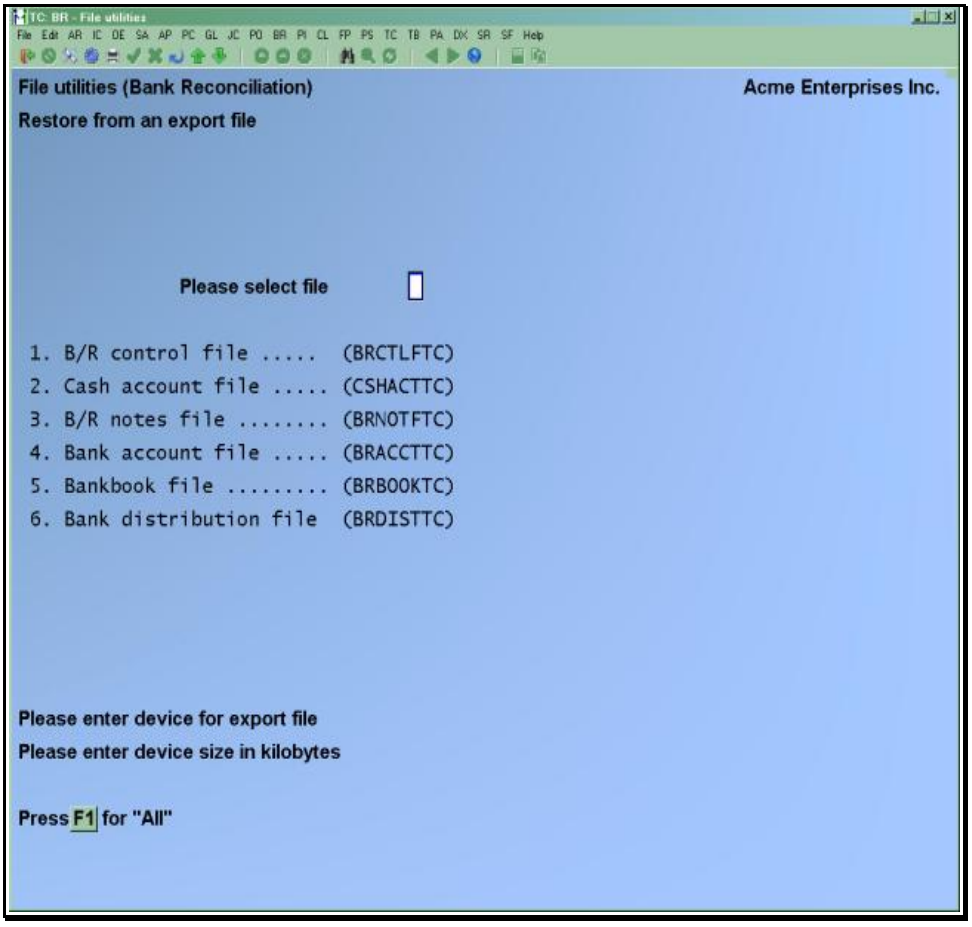
After you have completed running the convert routine, press [**Tab**] at the "Please select file" prompt. A window will appear for you to select how to print the export log.

Restore an exported file

This function is used to restore one of more of the listed data files from the "flat" ASCII file format to the internal format. The exported file is read in and an output file is created in the company sub-directory with the name "**xxxxxx.DAT**". Where **xxxxxx**" is the file name.

From the *File utilities* menu select *Restore an exported file*.

You see:


TC: BR - File utilities
File Edit AR IC DE SA AP PC GL JC PO BR PI CL FP PS TC TB PA DX SR SF Help
File utilities (Bank Reconciliation)
Acme Enterprises Inc.
Restore from an export file
Please select file
1. B/R control file ..... (BRCTLFTC)
2. Cash account file ..... (CSHACTTC)
3. B/R notes file ..... (BRNOTFTC)
4. Bank account file ..... (BRACCTTC)
5. Bankbook file ..... (BRBOOKTC)
6. Bank distribution file (BRDISTTC)
Please enter device for export file
Please enter device size in kilobytes
Press F1 for "All"

Enter the following information:

Please select file

Enter the file number, from the list provided, of the file to be restored from an ASCII export format, or use the option:

Option: **[F1]** to restore "All" exported files.

Please enter device for exported file

Enter the drive letter of the device that the ASCII version of the data file will be read from, or use the option:

Option: **[F1]** If you either (a) did not append a drive letter prefix to the file name (Unix only), or (b) the file(s) reside on your computer's default hard drive.

For UNIX/XENIX users

This is the drive letter attached to the front of the file name. For example, if the file to restore is **A:xxxxxxnn.EXP**, you would enter **A** here. If no designation is at the beginning of the file press [**F1**] for "none".

(C) Create New Data File Or (A) Add Records To existing Data File

If you answer **C** (Create new file), all of the existing data records in the original file will be destroyed, and the data records contained in the converted file will be transferred to the original file.

If you answer **A** (Add records to file), all of the existing records in the original file will remain, and the data records contained in the converted file will be added to the original file.

The following message will display:

"This function will now initialize the data file used in production. Its contents will be fully replaced with data from the converted file. Please make sure you want to do this. Are you sure?"

Answer **Y** or **N**, as appropriate.

The file(s) will now be restored. A message will be displayed on the screen, showing the count of the records as they are restored. When the restoration of the file or files is complete the 'Restore a converted file' menu will be displayed.

You may select another file to restore. You may continue to restore files or press [**Tab**] to print the restore log and then return to the *File Utilities* sub-menu.

A window will appear for you to select where to print the restore log. A restore log shows the file(s) restored, the number of records per file, the date and time.

Rebuilding Data Files

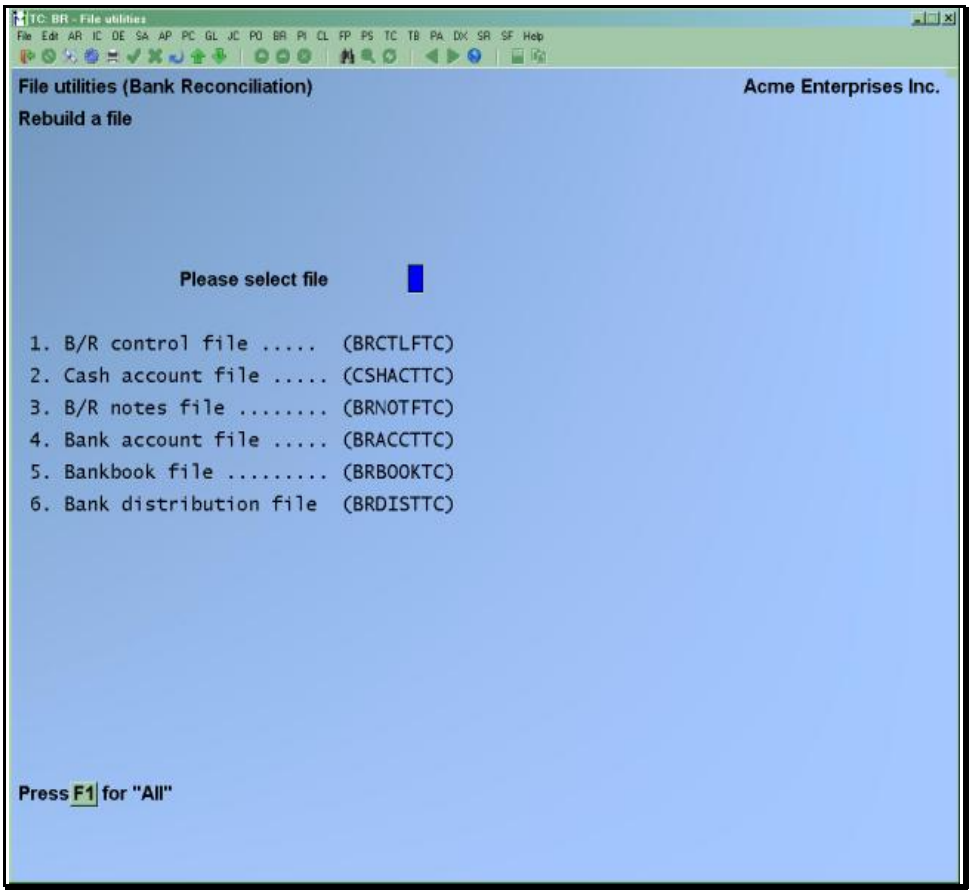
Rebuilding data files can be used for one of two reasons:

1. A data file has become corrupted and needs to be recovered.
2. To recover disk space and clean out deleted or purged records.

The *Rebuild a file* function essentially takes the good records out of a file, removes the old file, and creates a new file with the good records.

To begin, select *Rebuild a file* from the *File utilities* menu.

You then see:


File utilities (Bank Reconciliation)
Acme Enterprises Inc.
Rebuild a file
Please select file
1. B/R control file ..... (BRCTLFTC)
2. Cash account file ..... (CSHACTTC)
3. B/R notes file ..... (BRNOTFTC)
4. Bank account file ..... (BRACCTTC)
5. Bankbook file ..... (BRBOOKTC)
6. Bank distribution file (BRDISTTC)
Press F1 for "All"

Enter the following information:

Please select file

Enter the number of the file you wish to rebuild, or use the option:

Option: **[F1]** to rebuild "All" of the data files.

A new screen will appear showing the status of each file as it is being rebuilt. Once completed, you are returned to the *Rebuild a file* screen.